



NARODOWA AGENCJA
WYMIANY AKADEMICKIEJ

THE REGULATIONS OF THE ULAM PROGRAMME
MEDIUM-TERM VISITS OF SCIENTISTS

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1. GENERAL INFORMATION ABOUT THE PROGRAMME

1.1. Aim of the Programme

The aim of the Ulam Programme is to increase the internationalisation of Polish HEIs and scientific institutions. The Programme will allow both recognised and promising scientists who hold at least a doctoral degree, to visit Poland in order to strengthen the scientific potential of Polish entities and to participate in their scientific activities, primarily research projects and didactics. The Programme will allow to invite scientists from all around the world representing all fields of science to the Polish institutions of science and higher education. HEIs, scientific and research institutes will have the opportunity to invite specialists from their priority areas to Poland – they will make a significant contribution to the research conducted by a given institution, strengthen didactics or support the institution in applying for prestigious grants.

The Programme will enable a gradual increase in the number of foreign scientists involved in scientific research and teaching in Poland and also enable or deepen international contacts with foreign institutions.

Foreign scientists may stay in Poland **for 6 to 24 months**, and they may be accompanied by members of their closest family, and in the case a Programme participant is a disabled person, by their assistant.

An application under the Programme shall be submitted by an individual scientist who holds a doctoral degree awarded in a country other than Poland, does not hold Polish citizenship¹ and has not lived, worked or studied in Poland since at least 2017.

Scientists visiting Polish scientific institutions under the Programme will receive a monthly Scholarship for the duration of their stay and a mobility allowance, which will allow them to cover the travel costs.

1.2. Basic terms and abbreviations

- 1) **Agency, NAWA** – Polish National Agency for Academic Exchange
- 2) **Beneficiary** – NAWA scholarship holder
- 3) **Director** – Director of the Polish National Agency for Academic Exchange
- 4) **External expert** – a person from home or from abroad who, upon request of NAWA, shall carry out a merit-based evaluation of applications submitted in the Programme. An External expert may individually carry out a merit-based evaluation of applications as a Reviewer or may be a member of the Evaluation team
- 5) **Host institution** – an institution of the Polish science and higher education system which hosts the Beneficiary
- 6) **Programme** – the Ulam Programme for medium-term visits
- 7) **Person authorised to represent the Host institution** – a person holding a managerial position, authorised to represent the Host institution (e.g. rector, vice-rector, dean of the department, head of an organisational unit, director of an institute, etc.)

¹ Except for Polish citizens whose full cycle of doctoral studies has been financed by the Polish government.

- 8) **Reviewer** – an External expert carrying out an individual merit-based evaluation of applications submitted as part of the call for proposals for participation in the Programme
- 9) **ICT system of the Agency** – system in which the call for and evaluation of applications and of reports submitted by the Beneficiary are conducted; the system allows the communication and updating of the application status during the evaluation
- 10) **Scholarship** – funds granted by decision of the Director under the Programme
- 11) **Act on NAWA** – Act of 7 July 2017 on the Polish National Agency for Academic Exchange (Dz.U. [Journal of Laws] of 2017, item 1530, as amended)
- 12) **Applicant** – a natural person meeting the requirements referred to in point 2.1. of the Regulations, who submits an application for financing for a Scholarship under the Programme
- 13) **Evaluation team, Team** – a Team composed of External experts, nominated by the Director to perform a merit-based evaluation of applications, in the scope indicated by the Regulations

1.3. Programme schedule



1.4. Terms and conditions of the Programme

1. As part of the Programme, possible visits are those whose objective include:
 - 1) completing the first or a subsequent post-doctoral fellowship;
 - 2) conducting scientific research, including in cooperation with Polish scientists or research teams;
 - 3) obtaining materials for research or a scientific publication;
 - 4) conducting didactic classes at the host institution.
2. The Applicant submits a plan for the scientific stay in Poland covering one or more of the above-mentioned activities that they intend to implement at a foreign Host institution, by

indicating its goals, relevance to the development of their academic career and justifying the Host institution's choice for the planned activities and benefits of the stay for both the scientist and the institution. The Applicant encloses an invitation from the Host institution confirming the willingness to host them for the requested period and indicates the person responsible for coordination of the planned activities and Applicant's visit and for supporting the Beneficiary in the successive completion of these activities.

3. The Programme provides financing for a Scholarship that covers the Beneficiary's living allowance of PLN 10,000 a month, along with a mobility allowance. The amount of the Scholarship may be increased if the visit includes the Beneficiary's spouse or minor children, and in the case of the Beneficiary with severe or moderate disability – his/her assistant.

2. APPLICATION PROCEDURE

2.1. Authorised Applicants

1. The Programme can be attended by the natural person who **jointly** meets the following conditions:
 - 1) is a **scientists with at least a doctoral degree awarded in a country other than Poland,**
 - 2) **does not hold Polish citizenship.** The condition of not being a Polish citizen does not apply to persons who are Polish citizens and whose full cycle of doctoral studies abroad has been financed by the Polish government, as these persons are entitled to participate in the Programme,
 - 3) is **employed (has a contract) at a foreign HEI or a foreign scientific/research centre.** The employment is not required for persons who obtained their doctoral degree after 31 August 2018 or completed their previous post-doctoral fellowship after 31 August 2018,
 - 4) **did not live, study or work in Poland** in the period from 1 January 2017 until the moment of closing the call for applications² and did not manage a research project carried out in the Polish institutions of science and higher education,
 - 5) has **minimum 3 achievements** (from not earlier than 2016) out of the following:
 - a) a publication, as the main author (especially first or correspondence), in journals included in one of the following international databases: Scopus, Science Citation Index Expanded, Social Sciences Citation Index, Arts & Humanities Citation Index; or
 - b) a reviewed research monograph or
 - c) a publication in reviewed materials from an international conference listed by the Computing Research and Education Association of Australasia (CORE), indexed in the international DBLP Computer Science Bibliography database; or

² Working in Poland shall mean being employed with an entity having its registered office in Poland based on an employment contract (if remuneration was paid under such contract) or conducting economic activity registered in Poland, as well as being employed on the basis of a civil law agreement under which the Applicant received a regular/cyclical remuneration or remuneration, the amount of which exceeded PLN 10,000 net in a year.

- d) a publication in reviewed materials from an international conference, indexed in the Web of Science Core Collection or Scopus database.

Instead of the above-mentioned publications/conferences, **the representatives of art studies** may present a proof of having made at least two presentations of two different works of art in a foreign cultural institution or an academic centre or having received a distinction in an international competition,

- 6) **received an invitation from the Host institution**, which is the institution of the Polish science and higher education system belonging to one of the following categories:
 - a) higher education institutions referred to in Article 7(1)(1) of the Act of 20 July 2018 – Law on higher education (Dz. U. of 2018, item 1668, as amended);
 - b) scientific institutes of the Polish Academy of Sciences operating on the basis of the Act of 30 April 2010 on the Polish Academy of Sciences (Dz. U. of 2018, item 1475, as amended);
 - c) research institutes operating on the basis of the Act of 30 April 2010 on research institutes (Dz. U. z 2018 r. item 736, as amended);
 - d) international scientific institutes established on the basis of separate Acts, operating on the territory of the Republic of Poland;
 - e) the Polish Academy of Learning;
 - f) other entities principally engaged in the scientific activities on a stand-alone and continuous basis, having a scientific category

signed by a Person authorised to represent the Host institution.

2. The Applicant may submit only one application for financing in a given call under the Programme, covering a visit to one Host institution.
3. The Programme is open to scientists representing all fields of science.

2.2. Date and form of submitting the proposal

1. The call for applications under the Programme will be held from 22 January to 23 April 2019 until 3:00 PM Central European Time (UTC +01:00) in an electronic form exclusively via the ICT system of the Agency. Submitting the proposal after this deadline will not be possible.
2. Submitting the proposal is possible following the registration in the system at: <https://programs.nawa.gov.pl>
3. The scope of data required in the application is specified in these Regulations and the proposal application form attached to the Regulations. **In the system, it is not possible to send an application without attachments.**
4. The application and its attachments shall be drawn up in English. Submitting a copy of the doctoral diploma in Latin shall be acceptable.
5. Sending a filled application via the system results in the application having its status changed to “submitted” and an e-mail confirming submitting the proposal being sent to the Applicant. It is the responsibility of the Applicant to verify that the application was sent properly.
6. Submitting the proposal is tantamount to the Applicant accepting the Programme Regulations

2.3. The list of attachments required to accompany the application

1. A scientific resume of the Applicant comprising 5 pages at maximum (page size – A4, font size at least 11 points), including the following information:
 - 1) education, educational background, course of studies / academic and scientific career, including the Applicant's subsequent places of employment;
 - 2) a list of publications comprising no more than 10 most important works published no earlier than in 2014.³ (please indicate which items meet the requirements described in point 2.1.1.5); for journals, state the current value of the 5-year Impact Factor or CiteScore index, provided that a journal has calculated values of these bibliometric indices, and the number of citations for individual publications without self-citations according to the Web of Science Core Collection or Scopus database;
 - 3) please provide the total number of citations of all previous publications along with the Hirsch index (preferred source: the Web of Science Core Collection or Scopus);
 - 4) a list of the most significant research projects that have either been completed or are still in progress, highlighting international projects as well as indicating financing sources and the Applicant's role in the project; for representatives of the fine arts field: information on participation in an international project,
 - 5) information on internships, awards, patents, membership in scientific societies and organisations and other important achievements.
2. Scan of the doctoral diploma or a certificate of having attained a doctoral degree with an officially certified translation into English if the original is issued in a language other than English or Latin.
3. Scans of three selected publications in English from the list included in the resume. In the case of a monograph, please attach a file containing the cover page, editorial page, table of contents and a selection of extracts containing the author's most important theses – no more than 20 pages in total. In the case of representatives of the fine arts field: copies of catalogues bearing the ISSN number in confirmation of the fact of having made two presentations of two different artworks at a foreign institution or an academic institution or a copy of a distinction received in an international competition.
4. If applicable - scan of employment confirmation (contract).
5. Scan of the invitation from the Host institution, a template of which constitutes an attachment to the Regulations.
6. If applicable – a statement of being a holder of a certificate of a marked or moderate degree of disability – in the case of persons who are planning a visit with an assistant.

³ In the case of a break in connection with a maternity, parental or health leave, please indicate the number of months by which the period of scientific achievements is extended and why.

3. THE PROCEDURE FOR EVALUATING AND SELECTING APPLICATIONS FOR FINANCING

3.1. Formal evaluation

1. Formal evaluation of the applications is carried out by NAWA employees and includes verifying whether the application meets the formal criteria indicated in these Regulations and whether the application is complete. Only applications that are complete and meet all competition requirements are eligible for merit-based evaluation.
2. In the case of submitting an incomplete proposal, NAWA shall request the Applicant to supplement it within 14 days from the date of the request, and shall inform them that a failure to supplement shall result in the application not being considered. NAWA may also request such Applicant to provide further documents or clarifications. The information on the necessity to supplement the application or provide further clarifications shall be sent electronically as a notification from the ICT system of the Agency to the Applicant's e-mail address found in the system or via direct e-mail route.
3. Communication with the Applicant is handled via the ICT system of the Agency and e-mail correspondence, which the Applicant is obliged to check regularly.
4. Applications submitted after the deadline designated in the announcement of the call for proposals or not meeting the formal requirements of the Regulations, shall not be taken into consideration.
5. The Applicants shall be informed, via the ICT system of the Agency, about the outcome of the formal evaluation.

3.2. Merit-based evaluation

1. Merit-based evaluation is carried out by the Evaluation Team and two Reviewers based on the following merit-based evaluation criteria:

	Criterion	Maximum score			TOTAL
		Preselection	Reviewers	Evaluation by the Team	
1	Applicant's achievements and course of scientific and academic activity in relation to their career stage	25	10	-	35
2	Reasons for the Applicant's choice of a Host institution and benefits that the Applicant's stay may bring to the Host institution and the development of science in Poland	-	5	15	20

3	Scientific level of research or tasks to be implemented, including their scientific value and innovativeness, manner of presentation, impact on the development of a scientific discipline, research or didactic methods, planned results, adequacy of the Scholarship's duration with regard to the planned activities.	-	20	15	35
4	Impact that visiting a Polish scientific institution will have on the Applicant's scientific career	-	5	5	10
	Maximum score	25	40	35	
	TOTAL		100		

2. The merit-based evaluation consists of three stages:
 - 1) **Preselection** by the Evaluation team, based on the evaluation of the **Applicant's achievements and course of their scientific or academic activity**.
Following preselection, the Evaluation team issues recommendations for the second stage, choosing applications ranked highest on the ranking list, whose total planned outlays do not exceed twice the amount of funding allocated to a given call.
Applicants whose applications are among those not recommended for the next stage of evaluation shall be notified via the ICT system of the Agency.
 - 2) **Evaluation** of applications with a positive preselection result, carried out **by two Reviewers** from NAWA's Reviewer base, selected for the scientific field relevant to the submitted application. Reviewers evaluate applications according to all merit-based evaluation criteria, indicating the number of points and giving reasons for their scoring. The Reviewer presents the application's strengths and weaknesses in the summary section.
 - 3) **The Evaluation team's final evaluation that takes into account the opinions of two Reviewers and the Team's scoring** in the other criteria of evaluation 2-4, which the Team did not evaluate during the preselection. The Evaluation team draws up a ranking list of applications, indicating the ones that are recommended for funding and those that are not.
In justified cases, the Evaluation team may recommend to reduce the amount of requested funding, e.g. if the length of stay proposed in the application is unfounded.
An Application which scored zero with the Evaluation team in any of the merit-based evaluation criteria, shall not be eligible for financing.
3. Data on External experts carrying out the merit-based evaluation shall not be made available. Every year, NAWA shall publish an alphabetical list of External experts participating in the evaluation of applications in the given calendar year, collectively for all Programmes.

3.3. Closing the call for proposals and informing about its results

1. The Evaluation team shall draw up a ranking list of applications and set a lower point threshold for applications recommended for funding, which may not be lower than 60 points, and then submit the list for the Agency Director's approval.
2. The Team may indicate applications on the list, with no less than 60 points, which are eligible for funding, if no agreement has been signed with an eligible Applicant.
3. The Director shall use the ranking list to make the final decision on granting or refusing funding to applications submitted in the call for proposals. The Director of NAWA may decide not to grant funding to applications recommended for such. The reasons for a refusal of funding include:
 - 1) the Applicant being in arrears with liabilities towards NAWA;
 - 2) NAWA's obtainment of information having an impact on the process of granting funds for Scholarship implementation;
 - 3) lack of financing.
4. Decision on granting or refusing to grant a Scholarship under the Programme is sent to the Applicant via the ICT system of the Agency. The list of Beneficiaries, including their names and surnames, duration of the Scholarship, name of the host institution and amount of granted funds, shall be posted on the NAWA website in the Public Information Bulletin.

3.4. Appeal procedure

1. The Applicant, having received information about their application being left out of consideration, along with the NAWA Director's decision refusing to grant funding, may request the Director to reconsider in the case of any formal infringements occurring in the course of granting funds.
2. The request to reconsider the case shall only apply to reservations related to formal issues in the process of granting funds, and not the feasibility of merit-based evaluation. Submitting the proposal for reconsideration of the case for other reasons shall result in issuing of a decision stating inadmissibility of submitting the application for reconsideration of the case.
3. The application for reconsideration of the case should be submitted to the Director within 14 days from the date of receiving the decision or receiving information about the request having been left unconsidered, to the following address:

Polish National Agency for Academic Exchange
Polna 40
00-635 Warsaw, Poland

4. When:
 - 1) a decision is issued stating inadmissibility of submitting the proposal for reconsideration of the case;
 - 2) the NAWA Director issues a decision refusing to grant funds in the case of acceptance of the application for reconsideration of the case;
 - 3) the NAWA Director issues a decision refusing to grant funds or upholding the decision of the Director of NAWA refusing to grant funds;

the Applicant may submit a complaint to the Voivodeship Administrative Court in Warsaw, Jasna 2/4, 00-013 Warsaw. The complaint shall be filed via the Director of the Polish National Agency for Academic Exchange located at Polna 40, 00-635 Warsaw, within 30 days from the receipt of the aforementioned decision.

4. SCHOLARSHIP AGREEMENT

1. In the decision granting the Scholarship, the Director shall define activities and dates, which an Applicant should perform, under the pain of resignation from signing of the agreement for Scholarship financing ("Scholarship agreement"), the form of which constitutes an attachment to the Regulations.
2. **To conclude a Scholarship agreement with the Beneficiary, the Beneficiary cannot take up employment in Poland from the moment of submitting the proposal until the signing of the Scholarship agreement**
3. The obligations of the Beneficiary stemming from the Scholarship agreement:
 - 1) carrying out, in accordance with the application, scientific research, teaching or other activities indicated in the application for financing, on a continuous basis during the Scholarship period, while the period of stay outside the Host institution cannot be longer than 10% of the overall duration of stay (including holidays, occasional trips, other absences unrelated to implementation of tasks covered by the Scholarship);
 - 2) having at least basic health insurance covering the time of travel and stay in Poland for all participants of the visit, including, in particular, insurance of the costs of treatment and transport to a hospital. The Beneficiary being a national of one of the European Union Member States, provided he/she is insured there, is obliged to have at least the European Health Insurance Card;
 - 3) timely submission of the confirmation of the Scholarship commencement by the Beneficiary;
 - 4) timely submission of an partial report (if required) and a final report in the ICT system of the Agency;
 - 5) informing NAWA about any changes in the Scholarship implementation;
 - 6) informing NAWA about taking up employment by the Beneficiary's spouse, if they are covered by the Scholarship;
 - 7) informing NAWA about own scientific or teaching successes – both during the Scholarship and at the reporting and evaluation stages;
 - 8) participation in the evaluation of the Programme by completing an evaluation questionnaire and participation in other evaluation activities carried out by NAWA;
 - 9) placing the full name of the Polish National Agency for Academic Exchange and the agreement number on all publications being an effect of the implementation of the Scholarship. Publications and other Scholarship results which do not point to the Agency as a financing institution will not be considered as the Scholarship result and will not be taken into account in settling the Scholarship;
 - 10) to implement properly the Scholarship agreement, and in particular to settle the funds granted.

4. When the agreement is signed, the Beneficiary may have partial employment or employment in relation to the project implementation at the Host institution, and may also apply for financing of research projects, if there is no double financing of the same costs.

5. FINANCING

5.1. Duration of the Scholarship

The visit under the Scholarship **cannot take place earlier than on 1 October 2019 or later than on 31 May 2020.**

In justified cases, it is possible to suspend the Scholarship for a period of not more than 3 months if there have been factors preventing its implementation. Random situations will be examined by the Director on a case-by-case basis after the Beneficiary has submitted a reasonable explanation.

5.2. Budget of the Scholarship

1. The calculation of the Scholarship shall take into account:
 - 1) living allowance in the amount of PLN 10,000 monthly **for each month of stay of the Beneficiary at the Host institution calculated with the accuracy of half a month.** The amount of the living allowance of the Beneficiary may be increased if his/her spouse participates in the visit – by PLN 2,000 monthly, unless the spouse has employment in the course of the Scholarship (which means employment both under a contract of employment and under a civil law agreement). This amount may also be increased if the Beneficiary is accompanied by underage children – by PLN 1,000 monthly for each underage child.
 - 2) one-off mobility allowance in the amount of:
 - a) PLN 7,000 in the case of visits from **European** countries, if only the Beneficiary is participating in the visit and an additional PLN 2,000 for each person, if the scientist is accompanied by the spouse or underage children of the Beneficiary;
 - b) PLN 12,000 in the case of visits from **non-European countries**, if only the Beneficiary is participating in the visit and an additional PLN 5,000 for each person, if the scientist is accompanied by the spouse or underage children of the Beneficiary.
2. Financing of the visit of the family members shall be possible only if their stay lasts at least 3 months.
3. Insurance costs and cost of a visa, if required, shall be borne by the Beneficiary.
4. The Scholarship amount may be increased, if during the stay or before its commencement the Beneficiary will have a new child which will participate in the visit of the Beneficiary.
5. If the Beneficiary has a certificate of severe or moderate disability, and is not accompanied by his/her spouse during the visit, but by an assistant, the amounts referred to in 1(1) and (2) may be increased, under such conditions as if the spouse participated in the visit.
6. In the case of incomplete months of stay of the Beneficiary or his/her accompanying persons, the funds shall be granted as follows: up to 15 days – the half of the amount for the living allowance, more than 15 days – the full monthly amount.

7. Pursuant to Article 21(1)(39a) of the Act of 26 July 1991 on personal income tax (i.e. Journal of Laws of 2018, item 1509, as amended) Scholarships and other funds referred to in Article 18(2)(1) of the Act on NAWA are free from income tax.

5.3. Rules of making payments

1. The payments shall be made to a bank account opened by the Beneficiary at a bank having its registered office on the territory of Poland.
2. Within the framework of financing of Scholarships lasting from 6 to 12 months, payments are made as follows:
 - 1) pre-payment – 40% of the total amount of financing, transferred to the Beneficiary's bank account after signing of the Scholarship agreement and providing the account number;
 - 2) partial payment – 40% of the total amount of financing, transferred up to 14 days from the date of submission of the confirmation of the Beneficiary's visit to NAWA and at least one month of implementation of activities;
 - 3) balancing payment – up to 20% of the total amount of financing, transferred up to 14 days from the date of approval of the final report.

The Beneficiary does not submit a partial report.

3. Within the framework of financing of Scholarships lasting over 12 months, payments are made as follows:
 - 1) pre-payment – 20% of the total amount of financing, transferred to the Beneficiary's bank account after signing of the Scholarship agreement and providing the account number;
 - 2) partial payment I – 20% of the total amount of financing, transferred up to 14 days from the date of submission of the confirmation of the Beneficiary's visit to NAWA and at least one month of implementation of activities;
 - 3) partial payment II – 40% of the total amount of financing, transferred up to 14 days from the date of approval of the partial report;
 - 4) balancing payment – up to 20% of the total amount of financing, transferred up to 14 days from the date of approval of the final report by NAWA.
4. 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 Scholarships.

5.4. Documenting of expenses

1. The allocated Scholarship, which is a statement of lump sums, shall be treated as an expense incurred. The Beneficiary is not obliged to collect and present accounting evidence to confirm expenses, but only has to **present travel tickets to confirm the visit of accompanying persons**, if applicable.
2. The verification of expenses in the case of lump sums shall consist in verifying whether the results assumed in the application have been achieved and the declared activities implemented.

3. At the request of NAWA, the Beneficiary has an obligation to present documentation to confirm the implementation of the activities and the achievement of the assumed results in accordance with the approved application, under the pain of declaring the Scholarship non-eligible.

5.5. Suspension of the Scholarship

The suspension of the Scholarship may take place in the cases specified in the Scholarship agreement, in particular where the NAWA is informed about a conflict with the Host institution, the cessation of implementation of activities or irregularities in their implementation. After requesting the Beneficiary to provide explanations and receiving satisfactory information, financing of the Scholarship may be resumed.

5.6. Termination of the Scholarship agreement

The termination of the Scholarship agreement may be effected in justified cases, by the mutual agreement of the parties, or in the cases referred to in the Scholarship agreement (in particular, the blatant non-compliance with the provisions of the Scholarship agreement), or where the Beneficiary has been punished by disciplinary action or convicted by a valid judgment for an offence committed intentionally or for intentional tax crime.

6. SETTLEMENT OF THE SCHOLARSHIP

1. The Beneficiary has an obligation to submit reports on Scholarship implementation via the ICT system of the Agency, in line with the provisions of the Scholarship agreement, and to provide the confirmation of the commencement of activities at the Host institution:
 - 1) Confirmation of the Scholarship commencement by the Beneficiary, issued within 2 months from the commencement of the Scholarship, but not earlier than after one month, signed by a Person authorised to represent the Host institution. The submission of the confirmation is a condition for making a subsequent Scholarship payment.
 - 2) Partial report is submitted only in the case of projects lasting over 12 months within 30 days after the end of the first year of Scholarship and includes:
 - a) description of activities implemented until the submission of the report;
 - b) opinion of the direct supervisor about the course of the Scholarship, signed by a Person authorised to represent the Host institution.
 - 3) Final report is submitted within 30 days following the end of the Scholarship and includes:
 - a) description of the results of the study visit with respect to declarations made in the application and information about further planned cooperation with the Host institution;
 - b) opinion of the direct supervisor, signed by a Person authorised to represent the Host institution, about the course of the Scholarship implementation, the achieved result, along with confirmation of the dates of the Beneficiary's stay at

- the Host institution, including the confirmation that the Beneficiary did not stay outside the host institution for more than 10% of the duration of the entire stay;
- c) financial settlement of the expenses, including (if applicable) information about the visit of family members or an assistant, the duration of their stay, and copies/scans of tickets or other confirming documents.
2. The complete and formally accurate final report is submitted for merit-based evaluation by the Evaluation Team appointed by the Director of the Agency.
 3. The Evaluation team evaluates the report in terms of reliability and accuracy of performance of the planned activities and disbursed funds, and the grounds for potential modifications introduced in the course of the Scholarship.
 4. The merit-based evaluation takes into account i.a. the following criteria:
 - 1) compliance of the scope of implemented activities with the agreement;
 - 2) quality of the achieved results.
 5. If necessary, the Evaluation team may consult a Reviewer.
 6. The aim of the merit-based evaluation of the final report is to establish whether the agreement may be deemed:
 - 1) performed;
 - 2) performed with identified irregularities – with the return of some financial resources;
 - 3) not performed – with the return of all financial resources.
 7. In the final report, the Beneficiary includes all derogations occurring in the course of the Scholarship, which have an impact on the amount of the allocated financing, in particular those related to shortening of the Scholarship or resignation from participation in the visit or its part, of the spouse, underage children or an assistant of the Beneficiary.
 8. If the amount of funds provided to the Beneficiary exceeds the amount resulting from the financial settlement in the final report, the Beneficiary is obliged to return the difference between the amount paid out and the due amount of Scholarship.
 9. In the case of failure to submit a report required by the agreement or submission of an incomplete report, the Beneficiary is obliged to correct or complete the report within 14 days of receiving the information. The failure to fulfil obligations with respect to the Agency may constitute the basis for suspension of financing, for calling on the Beneficiary to return the received funds and for excluding the Beneficiary from subsequent calls for applications of the Agency.
 10. The partial report and the final report forms constitute an attachment to the Regulations.

7. EVALUATION OF THE PROGRAMME

1. The Beneficiaries are required to participate in the Programme evaluation carried out by NAWA. Participation in the evaluation includes the submission of an evaluation questionnaire with the final report. The list of questions included in the questionnaire constitutes an attachment to the Regulations. In addition, participation in the evaluation also includes participation of the Beneficiary in separate evaluation surveys conducted on commission of NAWA. It is assumed that the Beneficiary may be invited to participate in the evaluation once during the Scholarship period and once within 2 years from the its completion.

2. NAWA guarantees the full confidentiality of the opinions and information provided by the Beneficiary within the framework of the evaluation of the Programme and that the data obtained from the Beneficiary within the framework of the evaluation shall have no impact on the conditions of paying the Scholarship to the Beneficiary.

8. MODIFICATIONS TO THE REGULATIONS

1. NAWA reserves the right to make modifications to these Regulations in the course of a call for proposal, with the exclusion of modifications resulting in unequal treatment of Applicants, unless a necessity to introduce such modification results from the provisions of the generally applicable law. Modifications introduced shall apply from the time of their publication, effected in the same way as the call for proposals has been published. Applications submitted before the publication of modifications of the Regulations shall be resubmitted by the Applicant, if their provisions are not compliant with modifications introduced. NAWA shall notify all Applicants, who had submitted proposals before the publication of modifications to the Regulations, of such modifications by sending relevant information in the ICT system of the Agency. At the same time NAWA reserves the right to introduce modifications to the Regulations, which are of organising and clarifying nature, as well as in order to rectify obvious mistakes in the Regulations, without separately informing about modifications introduced, subject to publication of the contents of the Regulations including the modifications made, which at the same time is the moment, from which they shall be in force.
2. NAWA reserves the right to cancel a call for proposals, in particular in the case of substantial amendments made to the legislation and affecting the conditions of conducting the call for proposals, force majeure events and in other justified cases.
3. All information necessary for the proper conduct of the call of proposals is placed by NAWA on the website www.nawa.gov.pl. It is recommended that entities interested in applying for funds under this call for proposals read regularly the information placed on the above website.

9. PERSONAL DATA PROTECTION

1. The administrator of the personal data of the Beneficiaries, Applicants, External experts, Persons authorised to represent the Host institution, Reviewers and contact persons is the Agency.
The data will be used for:
 - 1) conducting the call for proposals procedures and evaluate applications in the Programme;
 - 2) selection of the Beneficiaries and conclusion of Scholarship agreements with them,
 - 3) execution of concluded Scholarship agreements,
 - 4) cooperation of NAWA with the Beneficiaries after the completion of the Scholarship, including cooperation for the purpose of promotion of the Programme.
2. Personal data may be provided to NAWA employees, External experts or Persons authorised to represent the Host institution in connection with the execution of the above objectives.

The data may also be transferred to countries outside of the European Economic Area (to countries other than European Union countries and Iceland, Norway and Liechtenstein), provided that the conditions set out in Chapter V of the GDPR are met.

3. The legal basis for processing personal data is Article 6(1)(b) and (e) of the General Data Protection Regulation (GDPR). Provision of data is voluntary but necessary to participate in the Programme. Refusal to provide data means leaving the application without consideration or an impossibility for a specific person to participate in the Programme.
4. Personal data shall be used at the stage of processing applications, for the period of Scholarship and for 5 years following its completion, for settlement purposes.
5. 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 by persons submitting the application.
6. The data subject shall be entitled to:
 - 1) request the Agency to get access to their personal data,
 - 2) correct, remove or limit the use of their personal data,
 - 3) protest against the use of their personal data,
 - 4) transfer their personal data,
 - 5) submit a complaint to the supervisory body (President of the Personal Data Protection Office, Stawki 2, 00-193 Warsaw).

- in line with the rules specified in the GDPR.
7. Contact details of the Data Protection Officer: Adam Klimowski, odo@nawa.gov.pl.

10. CONTACT WITH NAWA

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

Magdalena Kowalczyk

phone: +48 22 390 35 72

e-mail: magdalena.kowalczyk@nawa.gov.pl

11. LIST OF ATTACHMENTS

- No 1. Proposal application form
- No 2. Invitation form of the host institution
- No 3. Agreement form
- No 4. Partial and final report form
- No 5. Evaluation questionnaire form