



NARODOWA AGENCJA WYMIANY AKADEMICKIEJ

THE REGULATIONS OF THE
PROFESSOR FRANCISZEK WALCZAK PROGRAMME
SUPPORTING MOBILITY OF SCIENTISTS –
SPECIALISTS IN THE FIELDS OF CARDIOLOGY, ONCOLOGY, ALLERGOLOGY
AND INFECTIOUS DISEASES

Warszawa, March 2019

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1. GENERAL INFORMATION ABOUT THE PROGRAMME

1.1. Main aims of the Programme

The aim of the Programme is to strengthen the potential of Polish scientific units and medical entities by supporting the international mobility of researchers in the fields of cardiology, oncology, allergology and infectious diseases. The Programme offers **visits lasting between 3 to 6 months**, with destinations being the best medical institutions located in the **United States of America**. Persons carrying out projects under the programme will have an opportunity for scientific and professional development, as well as to gain valuable experience by working with the international scientific community in the field of prevention, diagnosis and treatment of cardiovascular diseases, tumours, allergies and infectious diseases, which in turn will contribute to the improvement of medical care in Poland.

The programme provides funding for the scholarship covering the scholarship holder's living allowance related to the scientist's stay in a foreign host institution in the amount of **PLN 12,000 paid for each month of stay in the said institution**, as well as a one-off **mobility allowance in the amount of PLN 10,000**.

Applicants in the programme are **individual scientists holding at least a doctoral degree or have started the registration and conferment procedure for a doctoral degree**, conducting research in the field of **cardiology, oncology, allergology or infectious diseases**, employed at Polish HEIs, institutes or clinical hospitals based on a contract of employment or a civil law contract.

The requirement for participating in the programme is expert command of the English language.

The programme was commissioned to the Polish National Agency for Academic Exchange by the Minister of Health pursuant to Article 2(5) of the Act on NAWA, who also secured funding for the aforementioned goal.

1.2. Basic terms and abbreviations

1. **Agency, NAWA** – Polish National Agency for Academic Exchange
2. **Director** – Director of the Polish National Agency for Academic Exchange
3. **External expert** – a person commissioned by NAWA to carry out merit-based evaluation of applications submitted under the call for applications for participation in the Programme. An external expert may carry out an individual merit-based evaluation of applications as a reviewer or acting as a member of the evaluation team.
4. **Parent entity:**
 - 1) **higher education institution** referred to in Article 7(1)(1) of the Act of 20 July 2018 – Law on higher education and science¹, hereinafter referred to as the HEI,

¹ Journal of Laws of 2018, item 1668, as amended

- 2) **scientific institute of the Polish Academy of Sciences** referred to in Article 42 of the Act of 30 April 2010 on the Polish Academy of Sciences²,
- 3) **research institute** referred to in Article 1(1) of the Act of 30 April 2010 on the research institutes³,
- 4) **international scientific institute** established on the basis of separate Acts, operating on the territory of the Republic of Poland,
- 5) **other entity whose core activities are scientific, conducted independently and without interruption**, referred to in Article 7(1)(6) and (8) of the Act on higher education and science, holding a scientific category, or
- 6) **medical entity** referred to in Article 89(1-3) of the Act of 15 April 2011 on medical activity⁴,
which employ the scientist
5. **Host institution** – foreign scientific or academic institution located in the United States of America which the Applicant plans to visit
6. **Programme** – the Professor Franciszek Walczak Programme – supporting the mobility of scientists – specialists in the fields of cardiology, oncology, allergology and infectious diseases
7. **Project** – activities undertaken under the NAWA scholarship, which include conducting research or gaining new experience and other forms of scientific activity carried out at a host institution
8. **Reviewer** – external expert carrying out an individual merit-based evaluation of applications submitted as part of the call for applications for participation in the Programme
9. **ICT system of the Agency** – system referred to in Article 14 of the Act on NAWA which handles, *inter alia*, the collection and evaluation of applications, as well as evaluation of reports submitted by the scholarship holder
10. **Scholarship** – funds granted by decision of the Director under the Programme
11. **Scholarship holder** – person who was granted the NAWA Director’s scholarship
12. **Act on NAWA** – Act of 7 July 2017 on the Polish National Agency for Academic Exchange (Journal of Laws of 2017, item 1530, as amended)
13. **The Applicant** – scientist who either submitted or is planning to submit an application for participation in the Programme
14. **Evaluation team** – a team of external experts appointed by the Director to carry out a merit-based evaluation of applications to the extent provided for in the Regulations.

² Journal of Laws of 2018, item 1668, as amended

³ Journal of Laws of 2018, item 736, as amended

⁴ Journal of Laws of 2018, item 2190, as amended

1.3. Tentative schedule of the Programme



1.4. Terms and conditions of the Programme

1. The Programme's framework entails conducting visits whose purpose is to:
 - 1) conduct scientific research or development works (developing a new solution or improving an existing one);
 - 2) gain new professional and scientific experience, become acquainted with good practices and new methods of work used in the host institution (job-shadowing);
 - 3) gather materials for a scientific publication;
 - 4) other forms of scientific or academic activity.
2. The Applicant shall submit a project covering one or more tasks that they intend to accomplish during their visit to the foreign host institution, indicating their objectives and presenting their reasoning behind the choice of host institution and research team for their planned activities, as well as describing the benefits that the project will result in, both to the scientist, as well as their parent entity. The applicant shall enclose an invitation from the host institution, confirming their willingness to cooperate and to host NAWA's future scholarship holder for the requested period.

2. THE PROCEDURE FOR SUBMITTING APPLICATIONS

2.1. Eligible Applicants

1. The following individuals may apply for the participation in the Programme:
 - 1) scientists holding at least a doctoral degree, at the moment of submitting their application employed, based on an employment contract or a civil law contract, at a Polish HEI, scientific institute of the Polish Academy of Sciences, research institute, international scientific institute or another entity whose core activities are scientific, conducted independently and without interruption and who holds a scientific category, or at a medical entity
or
 - 2) doctoral students referred to in Article 2(1)(18) letter l) of the Act of 27 July 2005 – Law on higher education (Journal of Laws of 2017, item 2183, as amended) in connection with Article 279 (1) of the Act of 3 July 2018 - regulations implementing the Act - Law on higher education and science (Journal of Laws, item 1669 as amended), who have started the registration and conferment procedure for a doctoral degree **no longer than 3 years ago as of the application submission date**, at a Polish HEI, scientific institute of the Polish Academy of Sciences, research institute or international research institute
or
 - 3) persons working on their doctoral dissertation, who, as of the end date of the call for applications have started the registration and conferment procedure for a doctoral degree **no longer than 3 years ago** and are employed, based on an employment contract, at a Polish HEI, scientific institute of the Polish Academy of Sciences, research institute, international scientific institute or another entity whose core activities are scientific, conducted independently and without interruption and who holds a scientific category.
holding an invitation from the host institution and documented academic pedigree referred to in part 2.2 of the Regulations.
2. The Programme is addressed to scientists involved in research in the field of **oncology, cardiology, allergology or infectious diseases**, who have an expert command of the English language. **Host institution may be located exclusively in the United States of America.**
3. One Applicant may submit only one application for financing during a given call for applications under the Programme, covering a visit to one host institution. The Applicant shall be eligible for one time participation in the Programme.
4. The requested visit shall be of an uninterrupted nature (i.e. the planned visit, from the date of its commencement to the date of its completion, should proceed without interruptions to its course).

2.2. List of required attachments to the application

1. Scientific curriculum of the Applicant, covering educational background, course of their academic and professional career both home and abroad, fellowships, awards, additional scientific activities (membership in scientific societies and organisations) – **not more than 3 pages**;
2. List of completed and implemented research projects, with an indication of international projects and of a source of financing and the role of the Applicant in the project;
3. Copy of an invitation from the host institution, confirming the willingness to establish cooperation and **accept the NAWA's scholarship holder for the requested period, along with an assurance of implementing tasks described in the application**, together with the contact details of the institution;
4. Information about the planned manner and opportunities for potential use of the skills and knowledge gained by the project participant to the parent entity – signed by the entity's manager;

Additional attachments required for the applicant holding at least a doctoral degree referred to in part 2.1 section 1 point 1.

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| <ol style="list-style-type: none"> 5. list of publications covering up to 10 major papers published in the last 5 years prior to submitting the application; 6. copies of the Applicant's three most important publications (in the original language), whereby monographs require enclosing a file containing the title page, the editorial page, the table of contents and a selection of excerpts featuring the author's most important theses; 7. copy of a document which confirms that the Applicant holds an academic degree or title; 8. confirmation of employment and its form issued with the current date (up to 1 month prior);
Should the Applicant be employed by another entity whose core activities are scientific, conducted independently and without interruption referred to in Article 7(1) (8) of the Act on higher education and science and holding a scientific category, it shall be required to enclose a document certifying that the institution is an organisation conducting research and disseminating knowledge within the meaning of Article 2(83) of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, e.g. statutes. |
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Additional attachments required for the doctoral students referred to in part 2.1 section 1 point 2.
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| <ol style="list-style-type: none"> 9. list of publications covering up to 5 major publications published in the last 5 years prior to submitting the application; 10. copies of the Applicant's two most important publications (in the original language), whereby monographs require enclosing a file containing the title page, the editorial page, the table of contents and a selection of excerpts featuring the author's most important theses; 11. copy of a document confirming the status of a doctoral student issued with the current date (up to 1 month prior to filing the application); 12. copy of the resolution of the faculty council/board on having the conferment procedure for a doctoral degree formally open or a copy of a letter from the HEI informing about having the conferment procedure for a doctoral degree formally open, including the date of this opening; |
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Additional attachments required of persons working on their doctoral dissertations referred to in part 2.1 section 1 point 3.

13. list of publications covering **up to 5 major publications published in the last 5 years** prior to submitting the application;
14. copies of the Applicant's **two most important publications** (in the original language), whereby monographs require enclosing a file containing the title page, the editorial page, the table of contents and a selection of excerpts featuring the author's most important theses;
15. copy of the resolution of the faculty council/board on having the conferment procedure for a doctoral degree formally open or a copy of a letter from the HEI informing about having the conferment procedure for a doctoral degree formally open, **including the date of this opening**;
16. certificate confirming employment and its form signed and **issued with the current date** (up to 1 month prior);

Should the Applicant be employed by another entity whose core activities are scientific, conducted independently and without interruption referred to in Article 7(1) (8) of the Act on higher education and science and holding a scientific category, it shall be required to enclose a document certifying that the institution is an organisation conducting research and disseminating knowledge within the meaning of Article 2(83) of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, e.g. statutes.

2.3. Date and form of submitting the proposal

1. The call for applications under the Programme will be conducted **from 21 March to 20 May 2019 15:00 Central European Time (UTC+01:00)** only in electronic form via the Agency's ICT system. **Applications to the Programme will not be accepted beyond this deadline.** Sending an application in the system results in that application having its status changed to "submitted" and an e-mail being sent to the Applicant.
2. Submitting the application 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 application template is available at www.nawa.gov.pl.
4. The application shall be drawn up **in English**, except for the following attachments referred to in part 2.2:
 - 1) copies of the Applicant's most important publications which shall be attached in **their original language**;
 - 2) copy of a document proving that the Applicant holds an academic degree or title or copy of a resolution of the faculty/college board on starting a doctoral degree programme or scanned HEI letter informing about starting a doctoral degree programme, which shall be enclosed **in Polish or English, with the diploma being provided in Latin as well**;
 - 3) copy of a document confirming the Applicant's status as a doctoral student, which shall be enclosed **in Polish or English**;

- 4) certificate confirming employment and its form in the parent entity, which shall be enclosed **in Polish or English;**
- 5) document certifying that the institution is an organisation conducting research and disseminating knowledge within the meaning of Article 2(83) of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, e.g. statutes - should the Applicant be employed by another entity whose core activities are scientific, conducted independently and without interruption referred to in Article 7(1) (8) of the Act on higher education and science and holding a scientific category, which shall be enclosed **in Polish or English.**

The other attachments shall be drawn up in English.

5. The system does not allow for the application to be sent without attachments.
6. Submitting the application is tantamount to the Applicant accepting the Programme Regulations.

3. PROCEDURE FOR EVALUATING AND SELECTING THE APPLICATIONS

Applications for participation in the Programme shall be subject to formal and merit-based evaluation.

3.1 Formal evaluation

1. Formal evaluation of the applications shall be carried out by NAWA employees and shall extend to 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 shall be eligible for merit-based evaluation.
2. If an incomplete application is submitted, the Applicant shall be requested to supplement it within 14 days from the date of receiving the request, wherein they shall be informed that failure to comply shall result in the application being left out of consideration. 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 Agency's ICT system to the Applicant's e-mail address found in the system or via direct e-mail route.
3. Communication with the Applicant shall proceed via correspondence within the Agency's ICT system, which the Applicant is obliged to check regularly.
4. Applications submitted after the deadline designated in the announcement of the call for applications or not meeting the formal requirements laid down in the announcement of the call for applications for participation in the Programme, shall be left out of consideration.
5. Applicants shall be informed about the result of formal evaluation via the Agency's ICT system.
6. The Applicant may submit an application for reconsideration, pursuant to Article 25(2) of the Act on NAWA.

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 for individual evaluation criteria
	Preselection (evaluation team)	Scoring by two reviewers (The arithmetic mean of both evaluations is considered)	Scoring of the evaluation team	
1. The course of professional and academic career to date, as well as the Applicant's academic and professional pedigree, accounting for the stage of their academic career	20	10	-	30
2. The reputation and the scientific level of the host institution, the research team and its leader, the adequacy of the choice of institution for planned activities in terms of the choice of discipline, performed procedures, applied techniques and tools, etc.	10	5	-	15
3. The scientific and practical value of the project, including the scope of planned activities, methods used, planned results, adequacy of the project duration to planned activities	-	20	15	35
4. Impact of participation in the programme on the further scientific/academic development of the Applicant	-	5	15	20

	and on the development of the scientific field/discipline (in terms of organisation of work, procedures, treatments, techniques, processes, technologies, tools, resources, systems and other activities used in the prevention, diagnosis and treatment of cardiovascular diseases, tumours, allergies and/or infectious diseases) The potential for the Applicant's acquired knowledge and skills to be of use to their parent entity				
	Maximum score	30	40	30	
	Total	100			

2. The merit-based evaluation consists of three stages:

- 1) Preselection shall be made by the evaluation team on the basis of the following criteria: "Course of the Applicant's professional or academic career to date, as well as their academic pedigree, accounting for the stage of their academic career" and "The reputation and the scientific level of the host institution, the adequacy of the choice of institution for planned activities in terms of the choice of discipline, performed procedures, applied techniques and tools, etc.". Following preselection, the evaluation team shall issue 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 Agency's ICT system.
- 2) Applications with a positive preselection result shall be submitted for review carried out by two Reviewers from NAWA's database of experts, selected with consideration for the scientific specialisation that the Applicant indicated in 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 3-4, which the Team did not evaluate during the preselection. 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 applications and informing about its results

1. The evaluation team shall set a minimum score threshold for applications recommended for financing, which may not be lower than 60 points.
2. Having completed its evaluation, the Evaluation Team shall prepare a ranking list of applications, which it shall then submit for the approval of the Agency's Director. The ranking list shall include:
 - 1) applications recommended for financing,
 - 2) applications not recommended for financing,
3. On the basis of the ranking list the Director shall take the final decision on applications submitted in the call for applications being approved for funding or rejected. The NAWA Director may decide not to grant funding to applications which were recommend for such. The reasons for a refusal of financing shall include:
 - 1) the Applicant being in arrears with liabilities towards NAWA;
 - 2) NAWA obtaining information that impact the process of granting funds for scholarship implementation;
 - 3) lack of funds;
 - 4) other circumstances that prevent the Applicant from participating in the Programme.
4. The Director's decision on granting or refusing to grant a scholarship under the Programme shall be sent to the Applicant via the Agency's ICT system. The list of scholarship holders, featuring names and surnames, shall be made available on NAWA's page in the Public Information Bulletin.

3.4 Appeal procedure

1. Pursuant to Article 25(2) of the Act on NAWA, the Applicant, having received information on their application being left out of consideration or the NAWA Director's decision refusing to grant funds, may request the Director to reconsider in case of any formal infringements occurring in the course of granting funds.
2. The request to reconsider the case shall only cover reservations related to formal breaches in the process of granting funds, and not to the validity of the merit-based evaluation. Submitting the request for reconsideration for other reasons shall result in a decision declaring the request for reconsideration inadmissible.
3. The request for reconsideration 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 out of consideration, to the following address:

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

4. When:
 - 1) a decision is issued declaring the request for reconsideration inadmissible,
 - 2) the NAWA Director issues a decision refusing to grant funds in the case the request for reconsideration has been accepted;
 - 3) the NAWA Director issues a decision refusing to grant funds or upholding the decision of the NAWA Director to refuse to grant funds,the Applicant may lodge a complaint with the Regional Administrative Court in Warsaw, ul. Jasna 2/4, 00-013 Warsaw. The complaint shall be lodged through the Director of the Polish National Agency for Academic Exchange located at ul. Polna 40, 00-635 Warsaw, within 30 days from the receipt of the aforementioned decision.
5. No person who at any stage was performing any activities related to the application or was involved in its evaluation shall be allowed to participate in the examination of the request for reconsideration. When considering the aforementioned requests, the Director may consult external experts.

4. SCHOLARSHIP AGREEMENT

1. In the decision granting the Scholarship, the Director shall define activities and dates, which an Applicant should observe, under the pain of declaring the expiration of a given decision and consequently resignation from signing of the agreement for project financing ("Scholarship agreement"), the form of which constitutes an annex to the Regulations.
2. The obligations of the scholarship holder stemming from the scholarship agreement:
 - 1) holding a visa that authorizes travel and stay in the United States of America⁵ (NAWA recommends starting the visa procedure at least 3 months before the planned start of the project and does not act as an intermediary in matters related to obtaining a visa by the scholarship holder);
 - 2) having at least basic health insurance, including in particular insurance for costs of medical treatment and transport to a hospital, covering the stay in the host institution and return journey between the institution and Poland;
 - 3) timely submission of the confirmation of project commencement by the scholarship holder;
 - 4) engaging, in accordance with the application, in scientific activity or another activity listed in the application for financing;
 - 5) timely submission of a final report in the Agency's ICT system;
 - 6) inform NAWA about any changes in the project implementation;

⁵ Detailed information on the procedure for obtaining a visa is available on the website of the US embassy in Warsaw <https://pl.usembassy.gov/pl/>; recommended visa types are J1 (for visits the goal of which is conducting research) and B1 (for other types of visits).

- 7) inform NAWA about the Applicant's scientific accomplishments – both during the project implementation and at the reporting and evaluation stages;
 - 8) participate in programme evaluation according to the rules specified in part 7 of the Regulations;
 - 9) to implement properly the Scholarship agreement, and in particular to settle the funds granted.
3. Having signed the agreement, the scholarship holder may pursue financial gain in relation to implementing projects at the host institution, and may also apply for funding of research projects, provided it does not result in double financing of the same costs.

5. FINANCING

5.1 Project implementation period

The project may be implemented for a period of **3 to 6 months**, while the **visit cannot commence earlier than on 15 October 2019 nor later than on 15 April 2020**.

5.2 Project budget and the principles of making payments

1. When calculating the amount of the scholarship, the following considerations shall be made:
 - 1) living allowance in the amount of **PLN 12,000** per month, **for each full month of the scholarship holder's stay** at the host institution;
 - 2) **one-time mobility allowance**, which shall be added to the aforementioned amount, amounting to **PLN 10,000**.
2. The amount of the scholarship due to the scholarship holder shall be calculated automatically in the application.
3. The scholarship received under the Programme **does not cover** the costs related to the medical services rendered by the scholarship holder.
4. The entire scholarship amount shall be transferred to the bank account of the scholarship holder, upon them signing the scholarship agreement on the date indicated therein, not later than by 31 December 2019.
5. NAWA reserves the right to change the dates of scholarship payments. Such changes shall depend on availability of funds allocated to the financing of Projects.
6. Pursuant to Article 21(1)(39a) of the Act of 26 July 1991 on personal income tax (Journal of Laws of 2018, item, 1509, as amended) scholarships granted based on a decision of the Director of the Polish National Agency for Academic Exchange issued under the provisions of the Act on NAWA shall be exempted from income tax.
7. Scholarship payments shall depend on the Minister of Health's transfer of a specific subsidy.

5.3 Documenting expenditure

1. The scholarship referred to in point 5.2, which is a statement of lump sums, shall be treated as an expense incurred. The scholarship holder shall not be obliged to collect and present accounting evidence in order to confirm their expenses.
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 scholarship holder shall be obliged to present documentation confirming the implementation of declared activities and the achievement of declared results in accordance with the approved application, under the pain of the scholarship being declared ineligible.

5.4 Termination of the scholarship agreement

Termination of the scholarship agreement may be effected in justified cases, by the parties' mutual agreement, or in the cases referred to in the scholarship agreement (in particular, a blatant breach of scholarship agreement provisions), or where the scholarship holder 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 scholarship holder has an obligation to submit a report on scholarship implementation via the Agency's ICT system, in line with the provisions of the scholarship agreement, and to confirm the commencement of activities at the Host institution:
 - 1) Confirmation of scholarship commencement by the scholarship holder, 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.
 - 2) 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 or team leader, signed by a person authorised to represent the host institution, about the course of the scholarship implementation, achieved results, along with confirmation of the dates of the scholarship holder's stay at the host institution, including the confirmation that the scholarship holder did not stay outside the host institution for more than 10% of the duration of the entire stay,
 - c) financial settlement of disbursed funds.

2. The complete and formally accurate final report shall be submitted for merit-based evaluation by the evaluation team appointed by the Director of the Agency.
3. The evaluation team shall evaluate 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 Project.
4. The merit-based evaluation shall take into account *inter alia* the following criteria:
 - 1) compliance of the scope of implemented tasks with the agreement;
 - 2) quality of 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) executed,
 - 2) executed with identified irregularities – resulting in having to return part of the scholarship,
 - 3) not executed – resulting in having to return the scholarship.
7. In the final report, the scholarship holder shall include all derogations occurring in the course of the Project, which impact the amount of allocated financing, especially those related to shortening of the Project.
8. If the amount of funds provided to the scholarship holder exceeds the amount resulting from the financial settlement in the final report, the scholarship holder shall be obliged to return the difference between the amount paid out and the due scholarship amount.
9. In the case of failure to submit a report required in the agreement or submitting a report that is incomplete, the scholarship holder shall be obliged to correct or supplement the report within 14 days of receiving the information.
10. Defaulting on obligations referred to in section 1 may constitute grounds for agreement being terminated/deemed not executed and demanding the return of granted funds, as well as excluding the scholarship holder from subsequent calls for applications conducted by the Agency.
11. The template of the final report is attached to the Regulations.

7. EVALUATION

1. Scholarship holders shall be obliged to take part in the Programme evaluation carried out by NAWA. Participation in the evaluation shall first and foremost include providing NAWA with the evaluation survey and the final report. The list of questions included in the survey shall constitute an attachment to the scholarship agreement. Furthermore, taking part in the evaluation shall also entail the scholarship holder's participation in separate evaluation surveys commissioned by NAWA and carried out in line with the adopted survey methodology. It is assumed that the scholarship holder may be invited to participate in the survey one time during the project and once within 2 years from the completion of the project.

2. NAWA guarantees full confidentiality of the opinions and information provided by the scholarship holder under Programme evaluation and ensures that the data obtained from the scholarship holder in the course of the evaluation shall have no effect on the conditions determining the payment of their scholarship.

8. AMENDMENTS TO THE REGULATIONS

1. NAWA reserves the right to amend these Regulations over the course of the call for applications, barring amendments resulting in unequal treatment of Applicants, unless introducing such amendments is necessitated by 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 applications. Applications submitted before the publication of amendments to the Regulations shall be resubmitted by the Applicant if their provisions are not in line with introduced amendments. NAWA shall send a notice of such amendments to the Regulations to all Applicants who had submitted proposals before the publication of amendments, by sending relevant information via the Agency's ICT system. At the same time NAWA reserves the right to introduce organising and clarifying amendments to the Regulations, as well as such that serve to rectify obvious mistakes in the Regulations, without separately informing about the amendments introduced, subject to publication of the Regulations' contents that include said amendments, which shall also be the moment they enter into force.
2. NAWA reserves the right to cancel a call for applications, particularly when substantial changes are made to provisions of law affecting the conditions for carrying out a call for applications, instances of force majeure or in other justified cases.
3. NAWA shall make all information necessary to properly conduct a call for applications available on its website www.nawa.gov.pl. It is recommended that entities interested in applying for funds under this call keep themselves apprised of the information on the aforementioned website where all relevant information is published.

9. PERSONAL DATA PROTECTION

The Agency shall act as the personal data controller for the Applicants, scholarship holders, external experts and contact persons.

The data will be used for:

- 1) conducting the call for applications procedures and evaluate applications under the Programme;
- 2) selecting Scholarship holders and concluding scholarship agreements with them,
- 3) executing concluded scholarship agreements,
- 4) cooperation between NAWA and the participants in the Projects after their implementation is completed, including cooperation to promote the Programme.

Personal data may be provided to the NAWA staff members, experts, reviewers, or representatives of host institutions in connection with the implementation of the aforementioned objectives. Personal data may also be transferred to the Ministry of Health in connection with the performance of tasks referred to in Article 2(5) of the Act on NAWA.

Transfer of personal data to foreign academic centres established outside the European Economic Area (European Union Member States, Iceland, Norway and Liechtenstein) will take place pursuant to the standard data protection clauses adopted or approved by the European Commission. The data subject shall be entitled to receive a copy of the data transferred to foreign academic centres.

The legal basis for processing of 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 implementation of the Programme or Application. Refusal to provide data means leaving the application out of consideration or impossibility for a specific person to participate in the implementation of the Programme or Application.

The personal data of the aforementioned persons involved in Project implementation shall be used at the application processing stage and for the period necessary for archival purposes. The personal data of persons whose applications were rejected shall be stored for the duration of the application processing stage and for the period necessary for archival purposes.

Each data subject shall be entitled to file an application to the Agency in order to:

- 1) request access to their personal data;
- 2) correct, remove or limit the use of their personal data;
- 3) object to the use of their personal data;

- in line with the rules specified in the GDPR.

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

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

10. CONTACT WITH NAWA

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

Paweł Kurzyński

phone 22 390 35 64

Pawel.Kurzynski@nawa.gov.pl

11. LIST OF ANNEXES

1. Template of the application for project financing



NARODOWA AGENCJA WYMIANY AKADEMICKIEJ

2. Template of the agreement for project implementation.
3. Template of the project performance agreement
4. Template of the evaluation survey