



## Appendix 4 to the Agreement – Partial Report Form

<b>PARTIAL REPORT</b> <b>for Beneficiaries of the Programme of the Polish National Agency for Academic Exchange</b> <b>STER Programme – <i>Internationalisation of doctoral schools</i></b>
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<b>I. INFORMATION ON THE PROJECT</b>
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<b>Project number</b>	
<b>Project implementation period</b>	
<b>Name of the Beneficiary</b>	
<b>Title of the Project</b>	
<b>Acronym or marketing name of the Project</b>	
<b>Amount of allocated funds</b>	<b>PLN</b>

<b>Report number</b>	
<b>Purpose of the form</b>	<input type="checkbox"/> Submission of the partial report <input type="checkbox"/> Correction of the partial report after comments by NAWA
<b>Partial report for the period</b>	
<b>Date of the partial report</b>	
<b>Costs incurred as indicated in the Partial Report</b>	
<b>The amount of the partial payment applied</b>	
<b>The amount of interest generated on the Project account</b>	

## II. THE COURSE OF PROJECT IMPLEMENTATION

Not applicable

### 1. Please describe the activities that were carried out in the reporting period:

No.	Task	Activity	Beginning of the task <input type="checkbox"/> Edit	Completion of the task <input type="checkbox"/> Edit	Detailed description of the completed task
7.		<ul style="list-style-type: none"> <li><input type="checkbox"/> activities related to the acquisition of foreign doctoral students</li> <li><input type="checkbox"/> payment of NAWA scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree – payment after the approval of an individual research plan</li> <li><input type="checkbox"/> support of foreign mobility for the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school</li> <li><input type="checkbox"/> developing activities related to internationalisation “at home”</li> <li><input type="checkbox"/> activities related to the development of international cooperation of doctoral schools</li> <li><input type="checkbox"/> activities related to content management of the Project</li> </ul>			

Not applicable

### 2. Information on the number of foreign doctoral students acquired

#### 2.1. Number of foreign doctoral students at the doctoral school:

No.		Number of foreign doctoral students at the doctoral school as at the date of submitting the application	Number of foreign doctoral students at the doctoral school to be settled by this report	Number of foreign doctoral students at the doctoral school at the end of project implementation (number planned in the application)
(a)	(b)	(c)	(d)	(e)
1	Number of foreign doctoral students at the doctoral school			

## 2.2. Number of foreign doctoral students acquired by country, origin and gender:

No.	Number of foreign doctoral students acquired by country of origin and gender		including:		Total
			women	men	
(a)	(b)		(c)	(d)	(e)
1	country name:				
2	country name:				
3	country name:				
...n	country name:				
<b>Total:</b>					

Not applicable

## 3. Information on the number of foreign doctoral students who received NAWA scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree – after the approval of an individual research plan

No.	Number of doctoral students who received scholarships under the Project	including:		Total
		women	men	
(a)	(b)	(c)	(d)	(e)
1	Number of doctoral students who received NAWA scholarship in 2021			
2	Number of doctoral students who received NAWA scholarship in 2022			
<b>Total:</b>				

Not applicable

**4. Information on the number of foreign mobility of the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school**

**4. 1. Number of doctoral students participating in scientific internships in foreign scientific institutions:**

No.		Number of doctoral students participating in scientific internships in foreign scientific institutions as at the date of submitting the application	Number of doctoral students participating in scientific internships in foreign scientific institutions settled by this report	Number of doctoral students participating in scientific internships in foreign scientific institutions at the end of project implementation (number planned in the application)
(a)	(b)	(c)	(d)	(e)
1	Number of doctoral students participating in scientific internships in foreign scientific institutions			

**4. 2. Number of doctoral students participating in scientific internships in foreign scientific institutions by foreign institution, number of months of stay and gender**

No.	Number of doctoral students participating in scientific internships in foreign scientific institutions	Number of months of stay	including:		Total
			women	men	
(a)	(b)	(c)	(d)	(e)	(f)
1	Name of research institution, country:				
2	Name of research institution, country:				
3	Name of research institution, country:				
....n	Name of research institution, country:				
<b>Total:</b>					

Not applicable

**5. Information on the number of supervisors from abroad at the doctoral school**

No.		Number of supervisors from abroad at the doctoral school as at the date of submitting the application	Number of supervisors from abroad at the doctoral school to be settled by this report	Number of supervisors from abroad at the doctoral school at the end of project implementation (number planned in the application)
(a)	(b)	(c)	(d)	(e)
1	Number of supervisors from abroad at the doctoral school			

Not applicable

**6. Information on doctoral projects of an international nature**

No.		Number of doctoral projects implemented in cooperation with foreign scientific institutions as at the date of submitting the application	Number of doctoral projects implemented in cooperation with foreign scientific institutions to be settled by this report	Number of doctoral projects implemented in cooperation with foreign institutions at the end of project implementation (number planned in the application)
(a)	(b)	(c)	(d)	(e)
1.	Number of doctoral projects implemented in cooperation with foreign institutions			

**7. Please describe changes and delays in Project implementation with justification and information whether they influence correct and timely implementation of the Project.**

**8. Please describe the monitoring and evaluation activities undertaken in the reporting period.**

**9. Please refer to the risks identified in the application and specify their impact on Project implementation.**

**10. Additional information and comments:**

Below, please provide other important information for which there was no space in the other fields of the Report. In this section you may also include your comments and recommendations with a view to improving future activities, administrative procedures, funding arrangements, etc. related to the Programme.

### III. FINANCIAL REPORT

Not applicable

#### 3.1. Summary of Project spending incurred in the reporting period

No.	Accounting records number (e.g. invoice, bill)	Type and number of the accounting document (own accounting number)	Date of issue	Date of payment	Name of the good or service	Short description of the calculation method (rate x number)	Name and number of the task	Name of the cost category	Gross amount on the accounting document (PLN)	Eligible amount (PLN)



(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
1										
2										
3										
....n										
<b>Spending incurred in total:</b>										<b>PLN</b>

<b>3.2. Financial progress of Project implementation</b>				
<b>A. By task</b>				
Task number and name	Amount planned for a given task under the agreement (as amended)	Amounts to be settled by this report	Amounts cumulatively since the beginning of Project implementation <input type="checkbox"/> Edit	Percentage of completion
(a)	(b)	(c)	(d)	(e)
<b>TOTAL</b>				<b>%</b>

<b>3.3. Financial progress of Project implementation</b>					
<b>B. By cost category</b>					

No.	Name of the cost category	Amount planned for a given cost category under the agreement (as amended)	Amounts to be settled by this report	Amounts cumulatively since the beginning of Project implementation	Percentage of completion
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				<input type="checkbox"/> Edit	
(a)	(b)	(c)	(d)	(e)	(f)
1.	Activities related to the acquisition of foreign doctoral students				
2.	Payment of NAWA scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree – payment after the approval of an individual research plan				
3.	Support of foreign mobility for the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school				
4.	Developing activities related to internationalisation “at home”				
5.	Activities related to the development of international cooperation of doctoral schools				
6.	Activities related to content management of the Project				
<b>TOTAL</b>			<b>PLN</b>	<b>PLN</b>	<b>%</b>

**Have transfers of funds between budget items up to a maximum of 10% of the lower-priced item been made?**

YES

NO



<b>3.4. Settlement of advances</b>		
(a)	(b)	(c)
1	Amount of Project funding	
2	Amounts to be settled by this report	
3	Amount of eligible spending from the beginning of Project implementation (including spending covered by this report) <input type="checkbox"/> Edit	
4	Amount of funds received (from the beginning of Project implementation)	
5	Percentage value of the settlement of funds received	
6	Applied amount of partial payment in case of settlement of 70% of the advance received so far	

### IV. PAYMENT SCHEDULE

Year	Quarter	Month	Planned/settled spending*	Funding - advance**, partial payment***, balancing payment ****
2021	I	01.2021		
		02.2021		
		03.2021		
	II	04.2021		
		05.2021		
		06.2021		
	III	07.2021		
		08.2021		
		09.2021		
	IV	10.2021		
		11.2021		
		12.2021		



Year	Quarter	Month	Planned/settled spending*	Funding - advance**, partial payment***, balancing payment ****
2022	I	01.2022		
		02.2022		
		03.2022		
	II	04.2022		
		05.2022		
		06.2022		
	III	07.2022		
		08.2022		
		09.2022		
	IV	10.2022		
		11.2022		
		12.2022		
2023	I	01.2023		
		02.2023		
		03.2023		
	II	04.2023		
		05.2023		
		06.2023		
	III	07.2023		
		08.2023		
		09.2023		
	IV	10.2023		
		11.2023		
		12.2023		
2024	I	01.2024		
		02.2024		
		03.2024		
	II	04.2024		
		05.2024		



Year	Quarter	Month	Planned/settled spending*	Funding - advance**, partial payment***, balancing payment ****
		06.2024		
<b>Total:</b>			<b>0</b>	<b>0</b>

**\*Planned/settled spending**

Planned spending for a given period should be entered in the month in which the Beneficiary plans to submit a Partial Report/ Settled spending should be entered in the month in which it was incurred

**\*\* Funding – advance**

The amount of the advance should be entered in the month in which the Beneficiary received the advance

**\*\*\* Funding – partial payment**

The amount of the partial payment should be entered in the month in which the Beneficiary plans to apply for a partial payment, i.e. they will use 70% of the received advance and fill in Part V of the report – Application for the disbursement of the partial payment

**\*\*\*\* Funding – balancing payment**

The amount of balancing payment should be entered in the last month of Project implementation



**V. BENEFICIARY'S APPLICATION FOR PARTIAL PAYMENT (to be completed only if 70% of the advance received is used)**

1. I apply for a disbursement of the partial payment, in the amount of PLN , constituting not more than 25% of the Project value.
2. I represent that from the beginning of the project implementation the amount of eligible spending was PLN  and constitutes % of the settlement of the advance received.
3. I request the payment of the above amount to be transferred to the bank account, as per the signed financial agreement:

**Bank account number:**

**Name of the bank:**

## VI. STATEMENT BY THE BENEFICIARY

I represent that:

1. all data provided in this report are in accordance with the current legal and factual situation;
2. all amounts mentioned in the summary of spending incurred during the reporting period were actually incurred;
3. all accounting evidence related to the Project implementation has been described in accordance with the requirements specified in the Programme Regulations;
4. all presented costs have been included in separate financial and accounting records of the funds received for Project implementation, according to the Accounting Act, in a way that enables identification of individual accounting operations;
5. financial operations concerning the implementation of the Project from the received funds are carried out on a bank account dedicated to the Project;
6. none of the spending presented has been double-funded;
7. NAWA funding has not been used to generate profit.
8. I am aware of the criminal liability resulting from Article 271 of the Criminal Code, concerning the certification of untruth as to the circumstances having legal significance.