



Appendix 5 to the Agreement – Final Report Form

FINAL REPORT¹

for Beneficiaries of the Programme of the Polish National Agency for Academic Exchange
STER Programme – *Internationalisation of doctoral schools*

I. INFORMATION ON THE PROJECT

Project number	
Project implementation period	
Name of the Beneficiary	
Title of the Project	
Acronym or marketing name of the Project	
Amount of allocated funds	PLN

Report number	
Purpose of the form	<input type="checkbox"/> Submission of the final report <input type="checkbox"/> Correction of the final report after comments by NAWA
Final report for the period	
Date of the final report	
Costs incurred as indicated in the Final Report	
The amount of the balancing payment applied	

¹ The Beneficiary fills in only the white fields.



The amount of interest generated on the Project account

II. THE COURSE OF PROJECT IMPLEMENTATION

Not applicable

1. Please describe the activities that were carried out during the Project implementation period:

No.	Task	Activity	Beginning of the task	Completion of the task	Detailed description of the completed task
			<input type="checkbox"/> Edit	<input type="checkbox"/> Edit	
1.		<ul style="list-style-type: none"><input type="checkbox"/> activities related to the acquisition of foreign doctoral students<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<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<input type="checkbox"/> developing activities related to internationalisation "at home"<input type="checkbox"/> activities related to the development of international cooperation of doctoral schools<input type="checkbox"/> activities related to content management of the Project			

Not applicable

2. Information on the number of foreign doctoral students acquired

2.1. Number of foreign doctoral students at the doctoral school at the end of project implementation

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 at the end of Project implementation	Number of foreign doctoral students at the doctoral school at the end of Project implementation compared to the number of doctoral students as at the date of submitting the application	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)	(f)
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	the name of the country:				
2	the name of the country:				
3	the name of the country:				
....n	the name of the country:				
Total:					

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			
3	Number of doctoral students who received NAWA scholarship in 2023			

Total:			
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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 at the end of Project implementation:

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 at the end of project implementation	Number of doctoral students participating in scientific internships in foreign scientific institutions at the end of Project implementation compared to the number of doctoral students as at the date of submitting the application	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)	(f)
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 the research institution, country:				
2	Name of the research institution, country:				

3	Name of the research institution, country:					
...n	Name of the research institution, country:					
Total:						

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 at the end of project implementation	The percentage of the number of supervisors from abroad at the doctoral school at the end of Project implementation compared to the number of supervisors as at the date of submitting the application	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)	(f)
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 institutions as at the date of submitting the application	Number of doctoral projects implemented in cooperation with foreign institutions at the end of project implementation	The percentage of the number of doctoral projects implemented in cooperation with foreign institutions at the end of Project implementation compared to the number of projects as at the date of submitting the application	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)	(f)
1.	Number of doctoral projects implemented				



in cooperation with foreign institutions				
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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 Project implementation period.

9. Please refer to the risks identified in the application and specify their impact on the 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 evidence (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 of the accounting evidence (PLN)	Eligible amount (PLN)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
1										
2										
3										
...n										
Spending incurred in total:										PLN

3.2. Financial progress of the Project implementation

A. By task

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 the Project implementation <input type="checkbox"/> Edit	Percentage of completion
(a)	(b)	(c)	(d)	(e)



TOTAL		PLN	PLN	%

3.3. Financial progress of the Project implementation

B. By cost category

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 the Project implementation <input type="checkbox"/> Edit	Percentage of completion
(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				



	TOTAL		PLN	PLN
				%

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

YES

NO

3.4. Settlement of advances		
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>
1	Amount of Project funding	
2	Amounts settled by the final report	
3	Amount of eligible spending from the beginning of the 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	The amount of the balancing payment applied	



IV. BENEFICIARY'S APPLICATION FOR BALANCING PAYMENT

1. I apply for a disbursement of the balancing payment, in the amount of PLN , constituting not more than 10% of the Project value.
2. 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 a separate financial and accounting records of the funds received for the 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 an untruth as to the circumstances having legal significance.