

# REGULATIONS OF THE POLISH NATIONAL AGENCY FOR ACADEMIC EXCHANGE

## *Programmes for natural persons*

Warsaw, 25.03.2021

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## I. RULES OF USING THE REGULATIONS

These Regulations specify the terms of the Call for proposals for participation in programmes addressed to natural persons.

Part II of the Regulations - Glossary of terms and abbreviations - contains useful definitions and references to relevant legal acts.

Parts III - X describe the rules common to all Programmes for natural persons.

When determining any deadlines related to project dates or to implementation of activities, the provisions of the Polish Civil Code regarding the calculation of deadlines, i.e. art. 110 et seq. shall apply.

Detailed information on the Call for proposals, including the deadlines and allocation of funds for the call, shall be published in the Announcement.

## II. GLOSSARY OF TERMS AND ABBREVIATIONS

- 1) **Agency** - the Polish National Agency for Academic Exchange;
- 2) **Director** - the Director of the Agency;
- 3) **Expert** - person who conducts merit-based evaluation of applications submitted under the call for proposals for participation in the Programme;
- 4) **NAWA Language Teacher** - Scholarship Holder teaching Polish as a foreign language in a foreign Host Institution;
- 5) **Young Scientist** - person who has obtained doctoral degree within the last 7 years preceding submission of the application;
- 6) **Call for Proposals** - call for proposals for participation in the Programme;
- 7) **Announcement** - announcement of the call for proposals for participation in the Programme referred to in Art. 19 of PNAAE;
- 8) **Assistant of a person with disability** - in the case of a Scholarship Holder/Fellow with severe or moderate disability - person who takes care of the Scholarship Holder/Fellow during the stay in the Host Institution;
- 9) **Host Institution, Institution**- foreign or domestic research or academic centre to which the Applicant plans to travel;
- 10) **Programme** - programme specified in the Announcement aimed at the implementation of the Agency's tasks;
- 11) **Project** – a set of activities carried out under the Programme;
- 12) **Reviewer** - expert who conducts individual merit-based evaluation;
- 13) **Regulations** - these Regulations for the Programmes for natural persons;
- 14) **Agency's ICT system** - system referred to in Art. 14 of PNAAE;
- 15) **Scholarship Holder/Fellow** - person who has been awarded the Scholarship and with whom the Agreement has been concluded;
- 16) **Funds** - funds referred to in Art. 18 section 2 point 2 of PNAAE;
- 17) **RI** - the Act of 30 April 2010 on Research Institutes;
- 18) **PNAAE** - the Act of 7 July 2017 on the Polish National Agency for Academic Exchange;

- 19) **HES** - the Act of 20 July 2018 on Higher Education and Science;
- 20) **PAS** - the Act of 30 April 2010 on the Polish Academy of Sciences;
- 21) **AA** - the Act of 29 September 1994 on Accounting;
- 22) **ŁRN** – the Act of 21 February 2019 on the Łukasiewicz Research Network;
- 23) **Agreement** - agreement concluded between the Scholarship Holder/Fellow and the Agency referred to in art. 26 of PNAAE;
- 24) **Application** – a form completed by the Applicant and submitted under the Call for Proposals via the Agency's ICT system;
- 25) **Applicant** - person who intends to submit or has submitted Application under the Call for Proposals;
- 26) **Evaluation Team** - team consisting of Experts appointed by the Director to conduct merit-based evaluation of applications within the scope indicated in the Announcement.

### III. GENERAL INFORMATION – ELIGIBLE ENTITIES

The applicant may be a natural person who meet the requirements specified in the Announcement of the call for proposals for a given Programme, including:

- 1) doctoral students;
- 2) employees of entities referred to in art. 7 section 1 of the Act of 20 July 2018 on Higher Education and Science as well as employees of foreign universities and scientific institutions;
- 3) persons holding at least a doctoral degree or an equivalent degree obtained abroad;
- 4) persons seconded abroad to teach Polish as a foreign language.

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

**NAWA shall provide equal access to implementation of the activities to persons with special needs, including various types of disabilities.**

**At a valid request of a person with documented disability, the Agency Director may waive particular rules and regulations of the Program when following this rules and regulations would be overly difficult due to the type of disability and such exception would assure equal access to the Programme compared to other applicants.**

### IV. SUBMISSION OF THE APPLICATION FOR GRANTING FUNDS AND CONCLUSION OF THE CALL FOR PROPOSALS

#### 1. Registration and use of the Agency's ICT system

Pursuant to Art. 14. of PNAAE the Agency operates an ICT system in which the data necessary for issuing decisions on granting funds under the Agency's Programmes are processed. The scope, rules and terms of using the system are described in "the Regulations of the use of the Agency's ICT system".<sup>1</sup>

In contacts with the Applicant, correspondence shall be conducted via the Agency's ICT system or in another form indicated by the Agency.

Failure to comply with the indicated form of communication may result in leaving the documents submitted by the Applicant with the use of other means of communication without consideration. The Applicant shall be obliged to regularly check correspondence in the Agency's ICT system after submitting the Application.

#### 2. Submission of the application in the Agency's ICT system

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<sup>1</sup> The Regulations are available at:

[https://nawa.gov.pl/images/users/629/Regulamin\\_st\\_NAWA\\_wazny\\_od\\_09.08.2019.pdf](https://nawa.gov.pl/images/users/629/Regulamin_st_NAWA_wazny_od_09.08.2019.pdf)

In order to submit the application for participation in the call for proposals for a Programme one should:

- 1) register an account in the Agency's ICT system available at: <https://programs.nawa.gov.pl>;
- 2) send the completed application together with required attachments electronically via the Agency's ICT system.

It shall be the responsibility of the Applicant to check whether the operation of sending the application has been completed correctly.

### **3. General rules for submitting applications**

By submitting the application, the Applicant accepts the terms and rules specified in the Announcement as well as in the Regulations and in the attachments

The Agency reserves the right to cancel the Call for proposals, in particular in the event of introducing significant changes in legal regulations affecting the terms of the Call for proposals, occurrence of force majeure or in other justified cases.

All information necessary for the proper conduct of the Call for proposals shall be published by the Agency at: [www.nawa.gov.pl](http://www.nawa.gov.pl). It is recommended that Applicants familiarize themselves with the information posted on the above mentioned website on an ongoing basis.

The Applicant is obliged to correctly complete the Application in accordance with the guidelines contained in the Agency's ICT system, which specify in detail the scope of information necessary to be presented in each of the obligatory fields of the application. Substantive information entered into the Application by the Applicant shall be entered in the fields designated for this purpose. Placing descriptions in parts other than those designated or dividing them between different parts may constitute a reason for lowering the merit-based evaluation of the Application or not awarding points for the relevant merit-based evaluation criterion.

If more Applications are submitted than allowed by the rules applicable for a given Programme, only the last submitted applications, according to the time of their submission in the Agency's ICT system, shall be submitted for evaluation.

### **4. List of required attachments to the application**

The required information in this regard shall be specified in the Announcement.

### **5. Evaluation of the application**

Detailed rules for evaluation of the Applications shall be described for each Programme in the Announcement.

#### **5.1. Formal evaluation of the application**

The purpose of the formal evaluation is to verify the Applications in terms of meeting the formal criteria specified in the Announcement.

If necessary, the Agency may, once within a given scope, request the Applicant to provide additional documents or explanations. Information on the need to supplement documentation/provide explanations to the application shall be sent electronically as a notification from the Agency's ICT system to the Applicant's e-mail address.

Applications which do not meet the formal requirements specified in the Announcement shall be left out of consideration.

## **5.2. Merit-based evaluation of the application (if applicable)**

The purpose of the merit-based evaluation is to verify the Applications in terms of meeting the quality criteria indicated in the Announcement.

Only Applications which meet the formal criteria shall be submitted for merit-based evaluation. The components and criteria of the evaluation shall be specified in the Announcement.

At the stage of merit-based evaluation, the Application may receive a maximum of 100 points. The Application which has been awarded less than 60 points as a result of the evaluation shall be considered as not meeting the quality requirements, which means a negative merit-based evaluation. In such situation, the Application may not receive financing, even with sufficient funds available under the Programme.

The merit-based evaluation shall be carried out by the Evaluation Team appointed by the NAWA Director. External experts shall be selected in accordance with the procedure in force at NAWA.

The merit-based evaluation of Applications may be performed by External Experts, including Reviewers. In the event of a discrepancy in the evaluation which exceeds 30% of the maximum score, the Agency reserves the right to appoint additional Experts to conduct the evaluation.

The names and surnames of External Experts who conduct merit-based evaluation under the Programme are not published. The Agency shall publish annually the alphabetical list of External Experts participating in the evaluation of applications in a given calendar year, jointly for all Programmes.

## **6. Conclusion of the call for proposals**

As a result of the merit-based evaluation, the list of Applications recommended for financing is prepared and the lower score threshold for applications recommended for financing is established, which, however, cannot be lower than 60 points.

The list may include Applications which have been awarded not less than 60 points, which may receive funding, if no agreement is signed with the Applicant qualified for financing.

The Director shall make the decision granting or refusing to grant funds under the Programme, taking into account the list of applications recommended for funding, the purpose of the Programme and the effective use of funds allocated for its implementation.

The reasons for refusal to grant financing shall be in particular:

- 1) the Applicant being in arrears with obligations towards the Agency;
- 2) obtaining by the Agency information affecting the process of granting funds for the implementation of the Project;
- 3) lack of financial resources;
- 4) other justified circumstances.

The decision to grant or to refuse granting funds under the Programme shall be sent to the Applicant in the Agency's ICT system.

The list of Scholarship Holders/Fellows with their names and surnames shall be published on the Agency's proprietary site in the Public Information Bulletin (BIP).

## **7. Appeal procedure**

In the event of any formal violations in granting funds, the Applicant may request the Director of the Agency to reconsider the case.

The request for reconsideration of the case may include reservations only as to formal issues in the process of granting funds, and not to the merits of the merit-based evaluation. Submitting the request for reconsideration of the case for another reason may result in issuing a ruling stating the inadmissibility of submitting the request for reconsideration of the case.

The request for reconsideration of the case should be submitted to the Director of the Agency within 14 days from the date of receipt of the decision, in writing to the following address:

Narodowa Agencja Wymiany Akademickiej  
ul. Polna 40  
00-635 Warszawa

or electronically to the address of the Agency's Incoming Mailbox in the form of an electronic document bearing a qualified electronic signature (a trusted signature, a personal signature or a signature authenticated in a manner ensuring the possibility of confirming the origin and integrity of the verified data in electronic form).

Persons who at any stage performed activities related to a specific request, including those involved in its evaluation, may not participate in the consideration of the request for reconsideration of the case. The Director of the Agency, considering the above-mentioned requests, may be consulted by external experts.



The Applicant may submit a complaint to the Provincial Administrative Court in Warsaw against the ruling stating the inadmissibility of submitting the request for reconsideration of the case or against the decision of the Director of the Agency, to the following address:

Wojewódzki Sąd Administracyjny w Warszawie  
ul. Jasna 2/4  
00-013 Warszawa.

The complaint shall be lodged via the Director of the Polish National Agency for Academic Exchange within 30 days from the date of delivery of the above-mentioned decision or ruling.

## **V. PROCEDURE OF CONCLUSION OF THE AGREEMENT WITH THE SCHOLARSHIP HOLDER/FELLOW**

In the decision granting funds, the Agency shall specify the activities to be performed by the Applicant and the deadline for their performance.

The conclusion of the Agreement with the Applicant shall take place on the basis of the decision of the Director of the Agency granting funds under the Programme, after the successful completion of the Application evaluation procedure.

The model Agreement constitutes the attachment to the Regulations.

The Agreement shall be made available to the Scholarship Holder/Fellow in the Agency's ICT system, of which the Scholarship Holder/Fellow shall be informed in an e-mail sent to the e-mail address provided during registration in the Agency's ICT system.

After receiving information that the Agreement has been made available, the obligations of the Scholarship Holder/Fellow shall include:

- 1) supplementing and checking the correctness of the data contained in the Agreement, including address and bank details and, in the case of finding irregularities, reporting them to the Agency;
- 2) conclusion of the Agreement on the date and on the terms specified in the Announcement.

If the Applicant selected in the call for proposals fails to sign the Agreement with the Agency within the deadline, financing may be awarded to another Applicant who has received a positive merit-based evaluation.

Funds granted under the Programme are denominated and settled in the Polish currency. In the event of transferring funds to the Scholarship Holder's/Fellow's account which is denominated in another currency, all related costs, including currency conversion costs, shall be borne by the Scholarship Holder/Fellow.

## 1. Payment schedules under the Programmes

Payment schedule	Advance payment	I partial payment	II partial payment	Balance payment
<b>A</b>	100%	Not applicable	Not applicable	Not applicable
<b>B</b>	90%	Not applicable	Not applicable	10%
<b>C</b>	60%	30%	Not applicable	10%
<b>D</b>	20%	30%	40%	10%

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

## 2. Termination of the Agreement with the Scholarship Holder/Fellow

Termination of the Agreement may take place in justified cases based on the parties' agreement or in cases specified in the financial agreement, including gross failure to comply with the provisions of the Agreement, ignoring requests for improvement of activities sent by the Agency or the Centre, providing by the Beneficiary false information in the Application in the call for proposals under the Programme, of which the Agency learns during the term of the Agreement, or in the case of a behaviour violating legal and cultural norms of a given country, of which the Agency learns from the Host Institution or a diplomatic mission, or when the Scholarship Holder/Fellow has been disciplinarily punished or convicted by a final court judgment for an offense committed intentionally or an intentional fiscal offence - also with immediate effect.

## VI. REPORTING AND RULES OF PROJECT FINANCIAL SETTLEMENT

### 1. General rules of project financial settlement

The Scholarship Holder/Fellow shall be responsible for timely settlement of project implementation by submitting partial (if applicable) and final reports as well as other settlement documents indicated in the Announcement to the Agency.

Reports shall be submitted in electronic form via the Agency's ICT system using electronic forms prepared and made available by the Agency, unless the Agency indicates another form of submitting the report.

Partial reports shall be submitted within 14 days from the end of the reporting period. Final reports shall be submitted within 30 days from the date of completion of the Project implementation indicated in the Agreement and other settlement documents within the time limits specified in the Announcement.

All amounts provided in the Project implementation reports shall be expressed in PLN. Model reports and other billing documents shall constitute a part of the Agreement.

A correctly prepared report shall be subject to verification and approval by the Agency's employees in terms of its compliance with the Announcement and the Agreement. The report shall be assessed in accordance with the principles set out in the Announcement or the Agreement.

In the event of submitting an incorrectly prepared report or submitting an incomplete report, the Scholarship Holder/Fellow shall be obliged to correct or complete the report within 14 days from the date of receiving information about the need to correct or complete it in the Agency's ICT system. In this case, the deadline for its evaluation shall be suspended.

Failure to submit the report within the indicated deadline or failure to correct or complete it within the indicated deadline shall constitute the basis for withholding further financing and may constitute the basis for requesting the Scholarship Holder/Fellow to return the received funds.

Failure to submit the final report by the specified deadline as well as submission of a report which does not meet the requirements set out in the model report may constitute the basis for not allowing the Scholarship Holder/Fellow to participate in the subsequent call for proposals announced by the Agency and to request the Scholarship Holder/Fellow to return the received funds.

## **2. Eligible costs**

Detailed information regarding individual Programmes shall be described in relevant Announcements.

There are two main cost categories possible under the programmes:

- costs settled in the form of flat-rate amounts,
- costs settled on the basis of the actual costs.

### **2.1. Costs settled in the form of flat-rate amounts**

A flat-rate amounts is one of the simplified methods of expenditure settlement.

These sums may be used only in the case of costs which are defined as flat-rate amounts in the Announcement.

The use of flat-rate amounts in the project means that they shall not be settled on the basis of factually incurred expenses. The Scholarship Holder/Fellow is not obliged to collect and present accounting evidence to confirm such expenses.

A flat-rate amounts may apply to the following types of costs:

- 1) Scholarship - the eligible amount shall be calculated by multiplying the number of months for which the scholarship has been granted and the scholarship rate specified in the Announcement;
- 2) Travel costs (including, for example, mobility allowances) - the rate shall include travel and return travel as well as the costs related to the travel to the place of mobility by various means of transport. The rates may be determined depending on:
  - a) the length of the route,
  - b) specifying whether the country of arrival or departure is a European or a non-European country;
- 3) Cost of living - the eligible amount shall be calculated by multiplying the number of months and the rate for living costs specified in the Announcement.

In the case of the scholarship and the cost of living: the full monthly rate shall be due when the Scholarship Holder's/Fellow's stay lasts 15 or more days. For stays lasting less than 15 days, half of the monthly rate shall be applicable.

The qualifying condition for receiving funding shall be the factual fulfilment by the Scholarship Holder/Fellow of the project's assumptions.

In the case of flat-rate amounts, the eligibility of costs shall be verified by checking:

- 1) the period of the Project implementation,
- 2) the mobility period of the Scholarship Holder/Fellow (and accompanying persons, if applicable),
- 3) verification whether the assumed results and products have been achieved and the declared activities implemented.

## **2.2. Costs settled on the basis of actual costs**

- 1) The confirmation of actual costs shall constitute the appropriate accounting document (invoice including name or equivalent document) and payment confirmation (e.g. bank transfer).
- 2) Settlement of the costs shall take place at the stage of the submitted Report containing the list of source documents confirming the incurred cost.
- 3) Additionally, if it is required by the Announcement, the Scholarship Holder/Fellow shall attach to the settlement scans of accounting documents, e.g. invoices, bills, tickets, a copy of visa from the passport, etc. issued for the Scholarship Holder/Fellow.
- 4) Documents expressed in a foreign currency should be converted into PLN at the average Polish Central Bank (NBP) exchange rate as on the day preceding the date of issuing the financial document (invoice, tickets), e.g. a ticket from 6 May 2021 – according to NBP table of 5 May 2021.
- 5) If no documents confirming the incurred costs are presented, NAWA shall consider the cost ineligible.

## **3. Ineligible costs**

### **3.1. Costs settled on the basis of flat-rate amounts**

Costs settled on the basis of flat-rate amounts may be considered ineligible if the Scholarship Holder/Fellow fails to achieve the project objectives, i.e. the assumed results and products are not achieved, and the declared activities are not implemented.

### **3.2. Costs settled on the basis of actual costs**

The costs ineligible under the Programme shall be:

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

#### 4. Data storage

Documentation related to the implementation of the Programme should be kept by the Scholarship Holder/Fellow for a period of 5 years counted from the last day of the year in which the financial agreement was settled. Within the above-mentioned period, the Agency reserves the right to carry out controls and audits related to the implementation of the financial agreement.

### VII. EVALUATION

The Scholarship Holder/Fellow shall be obliged to participate in the Programme evaluation conducted by the Agency. Participation in the evaluation shall include:

- 1) filling in the evaluation questionnaire by the Scholarship Holder/Fellow within the time limit applicable to the final report, i.e. within 30 days from the date of completion of the Project implementation specified in the Agreement;
- 2) participation of the Scholarship Holder/Fellow and Project participants (if applicable) in separate evaluation studies conducted by the Agency or with its consent in the period starting from the date of signing the Agreement and lasting until 5 years from the completion of the Project implementation;
- 3) (in programmes addressed to Language Teachers) at the end of each academic year -filling in the evaluation questionnaire - within 30 days from the end of teaching in a given academic year (in the case of the agreement for two academic years, the Language Teacher shall complete the questionnaire both after the first and after the second year). In addition, NAWA Language Teachers in each of the groups lectured by them shall provide students during the last classes in a given academic year with a link to a short evaluation questionnaire prepared by NAWA regarding the conducted classes.

The evaluation questionnaire referred to in point 1. above, shall be made available to the Scholarship Holder/Fellow by the Agency online, outside the Agency's ICT system; information about the questionnaire together with the link to it shall be sent by e-mail from the address: [ewaluacja@nawa.gov.pl](mailto:ewaluacja@nawa.gov.pl) to the e-mail address provided during registration in the Agency's ICT system.

Detailed information on other obligations of the Scholarship Holder/Fellow regarding participation in the evaluation conducted by the Agency shall be published in the Announcement.

The Scholarship Holder/Fellow shall also be obliged to participate in evaluation studies conducted by the Ministry of Education and Science on the terms specified by the Ministry of Education and Science in the period starting from the date of signing the Agreement up to 5 years from the end of the project (not applicable to projects co-financed under POWER).

### VIII. INFORMATION AND PROMOTION

The Scholarship Holder/Fellow shall be obliged to place on all materials, publications, presentations etc. constituting results of the Project implementation information that it was financed by the Agency under the Programme (full name in Polish or English). Publications and other results of the Project

implementation, in which the Agency was not indicated as the financing institution for the Project, shall not be considered results of the Project implementation and shall not be taken into account at its settlement.

The applicant undertakes to ensure open access to scientific articles created under the granted funds by publishing them in an open journal or making their final version available in an open repository (the so-called Author's Accepted Manuscript) or in the published version of the publishing company (the so-called Version of Record). Open access to the publication has to be ensured at the latest at the time of its publication (no embargo period). Preference should be given to the method of ensuring open access to the publication resulting in its availability under the Creative Commons Attribution (CC BY) or Creative Commons Attribution - Share Alike (CC BY-SA) licenses.

The Applicant undertakes to ensure open access to research data generated under the granted funds by publishing them in an open repository of research data, with preference to making them available under the terms specified in the Creative Commons Zero (CC0) statement.

The Agency's guidelines available at the following address (rules for using the Agency's logo) should be used to identify the source of financing:

[Polish version](#)

[English version](#)

## IX. PERSONAL DATA PROTECTION

The personal data Controller (within the meaning of the General Data Protection Regulation) of NAWA Experts, Language Teachers, Young Scientists, Guardians of a disabled person, Scholarship Holders/Fellows, Applicants, representatives of the Centres and other persons involved in the implementation of the Programme shall be the Agency.<sup>2</sup>

The data shall be used for the following purposes:

- 1) implementation of the Programme (legal basis - Article 6 (1) (e) of GDPR) - "tasks carried out in the public interest";
- 2) implementation of agreements concluded as part of the Programme (legal basis - Article 6 (1) (b) of GDPR - "performance of agreement";
- 3) fulfilment of the Agency's legal obligations related to the Programme, e.g. keeping accounting records (legal basis - Article 6 (1) (c) of GDPR) - "legal obligation";
- 4) investigation or defence against possible claims related to the Programme or in connection with the need to prove certain facts that are of significant importance to the Agency in this regard (legal basis - Article 6 (1) (f) of GDPR) - "legitimate interest"; deadlines for pursuing claims under the agreement are specified in detail in the Polish Civil Code,
- 5) carrying out promotional activities under the Programme (legal basis - Article 6 (1) (f) of GDPR) - "legitimate interest".

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<sup>2</sup> Within the scope referred to in Art. 14 of PNAAE, the Controller shall be the Director.

The provision of the data shall be voluntary, but necessary for participation in the Programme and in the implementation of other Agency's objectives. Refusal to provide the data may result in the inability to participate in the Programme and the inability to implement other above-mentioned objectives of the Agency. The data shall not be used to make decisions based solely on the automated processing of personal data, including profiling within the meaning of art. 22 of GDPR.

The data shall be used for the period necessary to implement the above-mentioned purposes, i.e. in particular:

- 1) for the duration of the Programme,
- 2) for the period of considering the applications or until they are removed from the NAWA ICT System by the persons submitting the application (data of persons whose applications were not approved for financing),
- 3) for the period resulting from legal provisions (data which the Agency has to store in accordance with the applicable provisions of law, e.g. accounting data),
- 4) for the period of making any other necessary settlements (data of all persons involved in the implementation of the Programme),
- 5) for the period of implementing promotional activities under the Programme.

The data subject may submit a request to the Agency for:

- 1) access to his/her personal data (information on personal data being processed and a copy of the data),
- 2) rectification of his/her data (if they are incorrect) and data transfer (in the cases specified in GDPR),
- 3) deletion or limitation of the processing of his/her personal data

– on the terms set out in GDPR.

Regardless of the rights listed above, the data subject may object to the processing of his/her data at any time, if the legal basis for the use of data constitute:

- 1) legitimate interest (Article 6 (1) (f) of GDPR) or
- 2) tasks carried out in the public interest (Article 6 (1) (e) of GDPR).

The data subject shall also have the right to lodge a complaint with the Head of the Personal Data Protection Office, if it is found that the processing of personal data violates the law.

Subject to all data security guarantees, the data may be transferred - apart from persons authorized by the Controller - to other entities, including:

- 1) entities involved in the project implementation,
- 2) entities authorized to receive it in accordance with the provisions of law,
- 3) entities processing it on behalf of the Agency (e.g. technical services providers and advisory services providers) and
- 4) other controllers (e.g. notary or legal offices).

In the case of transferring personal data outside the European Economic Area, it shall be carried out in accordance with the requirements set out in Chapter V of GDPR.

In matters related to personal data protection, please contact the Agency's Data Protection Officer (DPO): [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl).

## **X. CHANGES TO THE REGULATIONS**

The Agency reserves the right to change these Regulations. The introduced changes shall be effective from the moment of their publication.

Applications submitted before the publication of the changes to the Regulations have to be resubmitted by the Applicant if their provisions are inconsistent with the introduced changes. The Agency shall notify all Applicants who submitted their applications before the publication of the changes to the Regulations by sending information via the Agency's ICT system or via e-mail to the Applicants' address.

Changes of an ordering and clarifying nature as well as those introduced in order to correct obvious mistakes in the Regulations shall not require separate notification of their introduction, subject to publication of the content of such changes.

## **XI. CONTACT WITH THE AGENCY**

### **Narodowa Agencja Wymiany Akademickiej**

ul. Polna 40

00-635 Warszawa

Telephone: +48 22 390 35 00

Fax: +48 22 826 28 23

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

## **XII. ATTACHMENTS**

- 1) Model Agreement