



NARODOWA AGENCJA
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STEFAN BANACH SCHOLARSHIP PROGRAMME REGULATIONS

second-cycle studies

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1. GENERAL INFORMATION ABOUT THE STEFAN BANACH SCHOLARSHIP PROGRAMME – SECOND-CYCLE STUDIES

1.1. Basic terms and abbreviations

- 1) **Agency, NAWA** – The Polish National Agency for Academic Exchange NAWA;
- 2) **Director** – Director of the Polish National Agency for Academic Exchange NAWA;
- 3) **External Expert** – a person commissioned by NAWA for content-related evaluation of applications submitted as part of the call for applications for the Programme;
- 4) **Programme** – Stefan Banach Scholarship Programme – second-cycle studies
- 5) **Regulations** – these Regulations of the Programme available on the nawa.gov.pl website;
- 6) **Scholarship** – funding granted to the Scholarship Beneficiary based on the decision of the NAWA Director as part of the Programme;
- 7) **Scholarship Beneficiary** – a person to whom funding has been granted under the Programme;
- 8) **The Agency's ICT system, NAWA ICT system** – the system specified in Art. 14 of the ANAWA in which the call for applications and evaluation of applications are conducted, as well as possible other programme activities, such as submission and evaluation of reports submitted by Scholarship Beneficiaries;
- 9) **Funding** – financial means specified under Art. 18 par. 2 of the ANAWA;
- 10) **NAWA** – the Act of 7 July 2017 on the Polish National Agency for Academic Exchange (Journal of Laws of 2019, item 1582);
- 11) **AHES** – the Act of 20 July 2018 on Higher Education and Science (Journal of Laws of 2018, item 1668 as amended);
- 12) **Application** – a form filled out by the Applicant in the Agency's ICT system, submitted under the call for applications for the Programme via the Agency's ICT system, along with all the required appendices;
- 13) **Applicant** – a natural person who meets the requirements specified in part 2.2 of the Regulations, who has submitted or intends to submit an application to participate in the Programme.

1.2. Programme Objective

The objective of the Stefan Banach Scholarship Programme is to support the socio-economic growth of developing countries from Europe and Central Asia by way of raising the level of education and professional qualifications of these countries' citizens. It is a joint scholarship initiative of the Ministry of Foreign Affairs and the Polish National Agency for Academic Exchange NAWA in the form of Polish development aid.

The Programme offers a scholarship to foreign students, enabling them to complete full-time second-cycle studies in the following fields: **engineering and technical sciences, agricultural sciences, exact sciences and life sciences** at higher education institutions (HEIs) supervised by the minister competent for higher education and science, within the regulation period of education. Moreover, at public HEIs, the Programme also offers a waiver of tuition fees throughout this period. The financial conditions of studies at non-public HEIs supervised by the minister competent for higher education and science are established by these HEIs. The issue of payment

for studies in such cases should be

agreed on an individual basis between the Scholarship Beneficiary and the non-public HEI that accepts her or him. The matter of exemptions from tuition fees remains within the competence of the accepting non-public HEI.

The Programme does not provide scholarships for studies offered by HEIs supervised by other ministries.

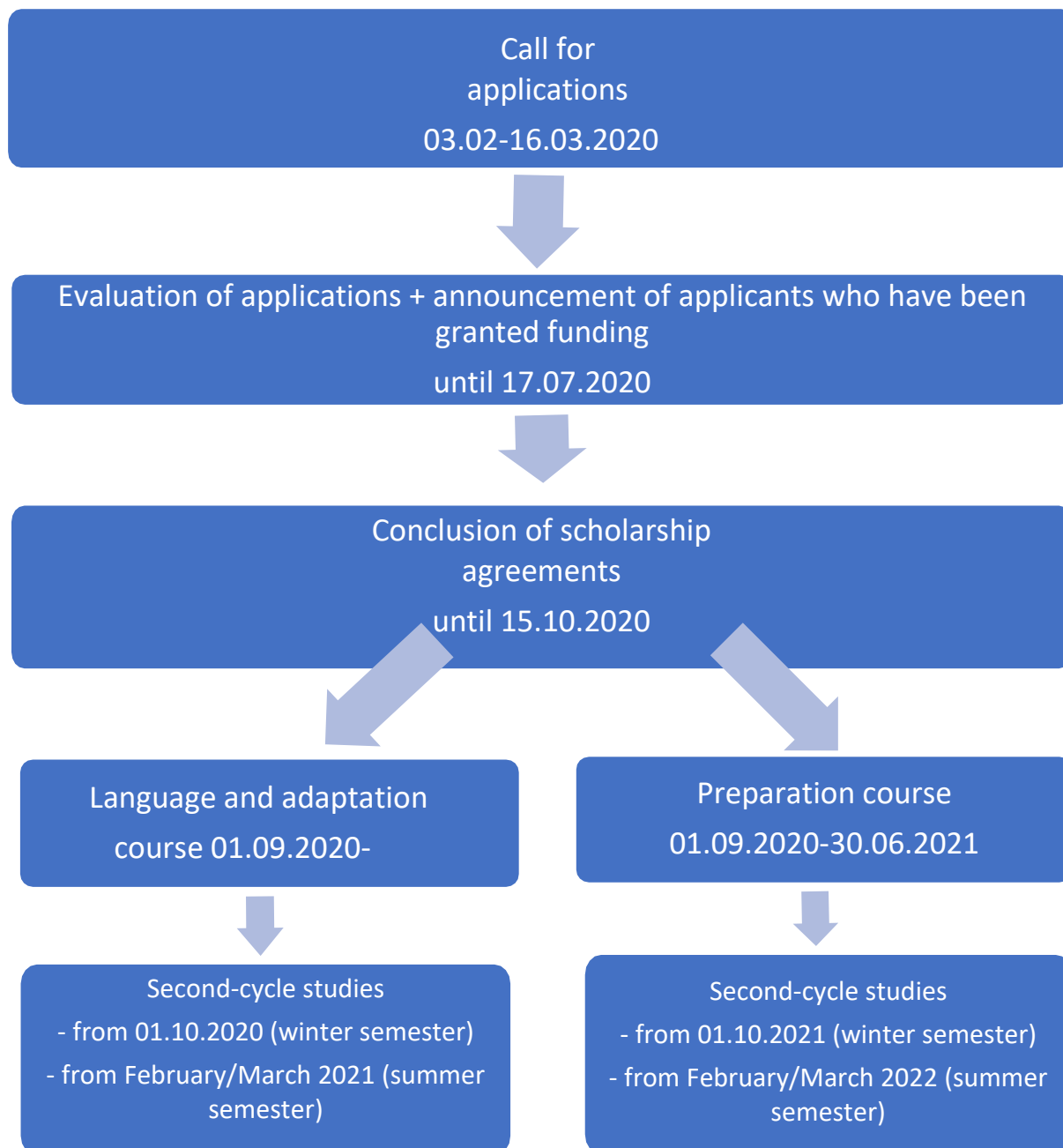
The scholarship offer is addressed to foreigners – primarily citizens of Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) and Central Asian countries (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan). The Programme also admits applications for scholarships from citizens of Western Balkan countries: Albania, Bosnia and Herzegovina, Montenegro, Kosovo, North Macedonia and Serbia.

The Programme includes a monthly language and adaptation course or a preparation course on scholarship conditions, preceding studies in Poland. The aim of the courses is to broaden the students' knowledge of the Polish language, history and culture, and in the case of the preparation course – also the knowledge of the subjects related to the course of future studies.

Studies under the Programme may be delivered in Polish or English. Decisions on the admission of candidates are made by the HEIs.

2. APPLICATION PROCEDURE

2.1. Programme Schedule ¹



¹ The presented schedule is tentative

2.2. Eligible Applicants

Foreigners who meet all the criteria listed below at the time of call for applications may apply for the NAWA scholarship for second-cycle studies in Poland under the Programme. Candidates must:

- 1) be citizens of one of the following countries: Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Ukraine, Uzbekistan or of one of the Western Balkan countries, i.e. Albania, Bosnia and Herzegovina, Montenegro, Kosovo, North Macedonia and Serbia;
- 2) not be Polish citizens and must not have applied for Polish citizenship;
- 3) plan to commence second-cycle studies or a preparation course in the academic year 2020/21;
- 4) be students of the last year of first-cycle studies in the fields of engineering and technical sciences, agricultural sciences, exact sciences and life sciences at the time of submitting the application to the Programme or have obtained a diploma of completion of first-cycle studies in the above-mentioned fields not earlier than in 2017;
- 5) not have previously obtained a Master's degree (second-cycle or uniform Master's studies). If the two-cycle studies system is not universally in place in the country in which the student has obtained her or his first-cycle studies diploma, it is admissible to accept Applicants who hold a Master's or equivalent diploma obtained no earlier than in 2017, as well as Applicants who are students of the last year of these studies, conducted in the fields of engineering and technical sciences, agricultural sciences, exact sciences and life sciences.
- 6) not have previously been granted a scholarship under the Programme;
- 7) speak Polish at a level of at least B1; or English at a level of at least B2. Language competences must be confirmed with a document listed in point 2.5 of these Regulations.

2.3. Fields of study eligible for scholarship

Under the Programme, Applicants may receive scholarships to study in English or Polish at HEIs supervised by the minister competent for higher education and science, in the fields of engineering and technical sciences, agricultural sciences, exact sciences and life sciences, defined as per the Regulation of the Minister of Higher Education and Science dated 20 September 2018 on fields of study, scientific disciplines and art disciplines (Journal of Laws, item 1818).

The Programme does not offer scholarships for studies in other fields. The Programme enables Beneficiaries to:

- 1) take up studies in Polish or English at public and non-public HEIs,
- 2) receive monthly scholarship funds from the NAWA Director,
- 3) be exempt from public HEI tuition fees. Financial conditions of studies conducted at non-public HEIs supervised by the minister competent for higher education and science are established by these universities. In such events, the issue of tuition fees is agreed on an individual basis between the Scholarship Beneficiary and the non-public HEI that accepts her or him. The matter of exemptions from tuition fees remains within the competence of the accepting non-public HEI,

- 4) participation in the language and adaptation or preparation course preceding studies in Poland.

Only Applicants about to commence studies in Polish may participate in the monthly language and adaptation course.

The language and adaptation course offer is addressed only to those Scholarship Beneficiaries who have not completed first-cycle studies in Poland. The purpose of the course is to improve the students' command of Polish and their knowledge in the area of their future major subjects.

Applicants who qualify for courses preceding their studies in Poland under the Programme complete the course at the institution indicated by NAWA. Allocation to individual institutions is determined by the field of planned studies, the planned date of commencement of studies and the availability of places at the institutions.

2.4. Deadlines and procedure for submitting applications

Programme applications will be accepted between 3 February and 16 March 2020, by 15:00:00 Local Warsaw time, exclusively in electronic form through the NAWA ICT system accessible at www.nawa.gov.pl. Late applications will not be accepted.

As soon as the application is submitted in the system, its status is changed to "submitted" and the Applicant receives an email with the application's reference number.

Each Applicant may only submit one application. In the event of submission of more than one NAWA application, only the first one will be evaluated, and the remaining ones will be left without consideration. Only fully completed applications will be evaluated. Submission of an application is tantamount to Applicant's acceptance of the Regulations of the Programme.

2.5. List of required application appendices²

The following must accompany the application:

- 1) a scan of the Applicant's valid passport page with the Applicant's personal information, confirming the Applicant's nationality;
- 2) outline of the planned first-cycle studies thesis in the fields of engineering and technical sciences, agricultural sciences, exact sciences and life sciences – this applies to Applicants who, at the time of submitting their Programme applications, are students

²Applicants are asked to crop out/cover up their photograph before attaching the scan of required appendices and not to send their photographs (a photo image is superfluous data). Attachment of a document with a visible photo will be treated as consent for the processing of this piece of personal information and for storing the photograph in the NAWA database.

- of the last year of first-cycle studies; or outline of the planned Master's thesis in the fields of engineering and technical sciences, agricultural sciences, exact sciences and life sciences – this applies to Applicants who have received a first-cycle study completion diploma in the above-mentioned fields in the years 2017-2019. An outline of the diploma thesis/Master's thesis should contain a description of the topic, problem and of the research method. The outline must be entered in the form available in the NAWA system;
- 3) a scan of the diploma of completion of first-cycle studies in the fields of engineering and technical sciences, agricultural sciences, exact sciences or life sciences, along with the supplement (transcript of subjects taken), conferred no earlier than in 2017. In the case of:
- a) Applicants who at the time of submitting the application are students of the last year of first-cycle studies – a scan of a document issued by the student's HEI, confirming her or his student status, along with information on the planned completion date of studies,
 - b) absence of diploma or Applicants who at the time of submitting the application do not yet have a diploma of completion of first-cycle studies – scan of a document issued by the university confirming that the Applicant has completed first-cycle studies, along with the GPA achieved in first-cycle studies (no earlier than in 2017),
 - c) if two-cycle system of studies is not in place in the country where the Applicant received her or his diploma of completion of first-cycle studies – a copy of the diploma of completion of Master's degree or equivalent, obtained no earlier than in 2017. In the case of Applicants who are students of the last year of these studies – a document issued by the student's HEI, confirming her or his student status, along with information on the planned completion date of studies;
- 4) a scan of a document confirming knowledge of Polish at least at B1 level or of English at least at B2 level. In respect of Polish, it is possible to submit, among others, a language certificate, a diploma of completion of language courses or school. The list of accepted certificates of English forms Appendix no. 2 to the Regulations. Regardless of the planned language of future studies, Applicants may also submit certificates/diplomas and other documents confirming completion of a secondary school or HEI with Polish or English as the language of instruction.

If the appendices are issued in a language other than Polish or English, it is also necessary to submit their translation into Polish. The translation must be either done by a certified translator of Polish or certified by a Polish embassy or consulate. In countries where the institution of a certified translator does not exist, it is possible to submit translations of documents done by a teacher of Polish or a non-certified translator, in which case the translation must bear the translator's seal.

3. PROCEDURE FOR EVALUATION AND SELECTION OF APPLICATIONS FOR FUNDING

Applications are subject to formal and content-related evaluation.

3.1. Formal evaluation

The purpose of formal evaluation is to verify the application to ensure that it fulfils formal criteria specified in these Regulations. In the event of submission of an incomplete application, the Applicant will be asked to provide the missing information within 14 days from the request to do so. Failure to do so will result in the application not being further considered. The missing information is to be provided via the Agency's ICT system. It is only possible to provide the missing information once, within the time limit and the scope indicated in the notification sent through the Agency's ICT system to the Applicant's email address. Failure to provide the missing information correctly will result in the application not being further considered.

NAWA may also request that the Applicant provide additional documents or information. Notification of the need to provide missing or additional information will be sent electronically as a notification from the NAWA ICT system to the Applicant's email address provided in the system, or directly to the Applicant's email address. The admissible forms of communication with the Applicant concerning the need to provide missing/additional information is correspondence via the NAWA ICT system and email correspondence. **The Applicant must regularly check correspondence in the NAWA ICT system and her or his email inbox.**

Applications will not be considered in the following cases:

- 1) if they are submitted past the deadline specified in the call for applications,
- 2) if they do not meet formal requirements specified in the call for applications for the Programme, including if they do not contain all the required appendices.

The formal evaluation of Applications is carried out by NAWA. Applicants are notified of the formal evaluation results via the Agency's ICT system. In order to be admitted to the content-related evaluation stage, the application must first receive a positive formal evaluation (along with the appendices).

In the event of applications that were not considered, the Applicant may submit an application for re-evaluation, pursuant to Art. 25 par. 2 of ANAWA.

3.2. Content-related evaluation

3.2.1. General information

The content-related evaluation of applications is carried out by an examination committee appointed by the NAWA Director, based on qualification interviews with Applicants. The interviews are conducted based on the description of the planned thesis or Master's thesis as provided in the application (description of the topic and concept of work, research problem and research method) and verify the knowledge of issues in connection with the planned topic.

The examination committee is composed of its chairperson and members – external experts in the fields of science covered by the Programme (specified pursuant to the Regulation of the Minister of Higher Education and Science dated 20 September 2018 on fields of study, scientific disciplines and art disciplines (Journal of Laws of 2018, item 1818)).

Qualification interviews will be held in Warsaw and in other cities or countries, depending on the number of Applicants. The NAWA Director may decide to change the form of the qualification interviews in the case of Applicants for whom it would be excessively difficult or expensive to attend the interview (e.g. a videoconference). Applicants whose applications have been admitted to the content-related evaluation stage will be notified of the time and place of interview via email.

3.2.2. Detailed rules for content-related evaluation

The content-related evaluation of Applicants will be carried out by the examination committee in the form of qualification interviews based on the following criteria:

No.	Description of criterion	Evaluating person	Points
1.	Description of the thesis/Master's thesis and of the planned research	Examination committee	0-10
2.	Knowledge in the area of science associated with the planned topic of thesis/Master's thesis	Examination committee	0-10
In total:			0-20

In order to pass the content-related evaluation, the Applicant must receive a total of at least 10 points, of which at least 5 points each for questions regarding criterion no. 1 – Description of the diploma thesis/Master's thesis and planned research, and criterion no. 2 – Knowledge in the area of science associated with the planned topic of diploma thesis/Master's thesis.

In justified cases, the NAWA Director may allow additional time for content-related evaluation.

3.2.3. Closing of the application process and information on results

The scholarships available under the Programme will be allocated as per the following proportions: 80% of the total to Applicants from priority countries, 20% of the total to Applicants from other countries. Scholarships within these groups will be allocated based on content-related evaluations. If the country-related limits are not met, scholarships will be offered to Applicants with highest content-related evaluation scores, regardless of their country of origin.

The chairperson of the examination committee will make a ranking of Applicants based on the total number of points received for content-related evaluation and on the limit of scholarships available for both groups of countries, and will submit it with recommendations to the Agency Director for approval.

The ranking list will specify:

- 1) applications recommended for scholarships, that is applications that received a positive content-related evaluation and the highest scores;
- 2) Applications not recommended for scholarships:
 - a) applications that received a positive content-related evaluation, but cannot be financed due to exhaustion of funds;
 - b) Applications that received a negative content-related evaluation, that is applications that received less than 10 points in total or less than 5 points each for questions under criterion no. 1 – Description of the diploma thesis/Master’s thesis and of the planned research and under criterion no. 2 – Knowledge in the area of science associated with the planned topic of diploma thesis/Master’s thesis. These applications will be deemed not to have met quality criteria, and the Applicants who have submitted them will not be eligible for financing even if Programme funds have not been exhausted.

The NAWA Director issues the decision on granting/refusal to grant funding to Applicants based on the total number of points received in the content-related evaluation and with regard to the country-related Programme limits.

The NAWA Director may decide not to grant funding to applications recommended for funding. This decision may be motivated especially by the following reasons:

- 1) Applicant’s resignation from Programme participation,
- 2) Applicant’s failure to meet their obligations toward NAWA,
- 3) NAWA receiving information that affects the process of granting funds for the Programme,
- 4) lack of funds,
- 5) other circumstances preventing the Applicant from participating in the Programme.

The decision of the NAWA Director on granting the right to take up and continue studies or another form of education (language and adaptation course, preparation course), on granting the scholarship and on exemption from tuition fees (at public HEIs), as well as on the refusal to grant a scholarship under the Programme will be communicated to the Applicants via the

NAWA ICT system. The decision of the NAWA Director on granting the scholarship covers the entire period of duration of the course and studies. The list of Scholarship Beneficiaries will be published on the NAWA webpage in the Public Information Bulletin (Biuletyn Informacji Publicznej).

3.2.4. Acceptance of Applicants by institutions preparing for studies in Poland

Studies within the Programme may be preceded by a language and adaptation course or a preparation course, also under NAWA scholarship. The NAWA Director decides on the Applicant's participation in a given type of course based on their declarations in the application concerning the future language of studies (English or Polish), as well as based on their knowledge of this language and on the recommendation of the examination committee, especially in regards of the Applicant's fluency in Polish.

The purpose of the month-long language and adaptation course is to broaden the students' knowledge of Polish language, history and culture. The course is offered only to Applicants who plan to take up studies in Polish, who do not hold a diploma of completion of first-cycle studies in Poland, but their knowledge of Polish enables them to commence studies in Polish in the academic year 2020/2021 without taking the preparation course first. The course will be organized for groups of at least 10 Applicants.

The purpose of the preparation course, which will last at least one semester, is to improve the students' command of Polish language and culture, and to introduce them to the area of their future fields of study. This course is offered to Applicants who, regardless of the language of planned studies, do not have a command of Polish strong enough to take up studies or participate in the academic and social life in Poland. The preparation course offer is addressed only to those Applicants who have not completed first-cycle studies in Poland.

Applicants who qualify for either type of courses preceding their studies in Poland under the Programme will complete the course at the institution indicated by NAWA. Allocation to individual institutions is determined by the field of planned studies, the planned date of commencement of studies and the availability of places at the institutions.

3.3. Choice of the field of studies and recruitment

1. Applicants are required to read the recruitment rules and schedule of the HEI and major chosen by them. The full list of HEIs, majors, levels and forms of education, as well as of the obtained professional titles, is available in the Pol-on system available at: www.polon.nauka.gov.pl. Information about majors (offered by Polish universities) is available at: www.wyberzstudia.nauka.gov.pl.
2. HEIs may hold additional exams as part of their recruitment process.
3. The Applicants must complete all formal requirements within the time limits set by HEIs, including submission of the NAWA Director decision to the HEI on granting scholarship.

4. An electronic candidate registration system is in place at Polish HEIs. During the course, Applicants who intend to take up studies under the Programme should register in the Internet systems of their HEIs, within the time limits required by them, under the rules applicable to foreigners and according to the terms and conditions of the NAWA Scholarship.
5. **Decisions on the admission of candidates are made by the HEIs.**
6. Non-public HEIs set the financial conditions of studies.
7. NAWA does not refund registration fees.

3.4. Appeal procedure

1. Upon receiving notification that her or his application has not been considered or that the NAWA Director has issued a decision to refuse funding, the Applicant may request that the Director reconsider the application in the event of formal errors in granting funds.
2. The request that the NAWA Director reconsider the case may cover only reservations related to formal issues in the process of granting funds, and not to the validity of the content evaluation. Submission of a request for reconsideration for any other reason will result in the issuing of a decision stating that the request is inadmissible.
3. Requests for reconsideration of the case must be submitted to the Director within 14 days from receipt of decision or information that the application has not been considered, to the following address:

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

4. In the case of:
 - 1) issuing of a decision that request for reconsideration has been found inadmissible,
 - 2) issuing of a decision of the NAWA Director on refusal to grant financing upon acceptance of the request for reconsideration,
 - 3) issuing of a decision of the NAWA Director on refusal to grant financing or a decision upholding the decision of the NAWA Director on refusal to grant financing
 the Applicant may appeal with the Voivodeship Administrative Court in Warsaw, ul. Jasna 2/4, 00-013 Warszawa. Such an appeal is lodged via the Director of the Polish National Agency for Academic Exchange NAWA, whose seat is located at ul. Polna 40, 00-635, within 30 days from the date of receipt of this decision.
5. None of the persons who at any stage handled the application, including its evaluation, may participate in processing the request for reconsideration. In processing the requests for reconsideration, the Director may use the assistance of External Experts.

4. SCHOLARSHIP AGREEMENT

The scholarship agreement under the Programme is concluded between the Polish National Agency for Academic Exchange NAWA and the Applicant, no later than 30 days after it is made available. The scholarship agreement will be made available via the NAWA ICT system; in extraordinary circumstances, the Agreement may be delivered to the Scholarship Beneficiary in another way.

Conclusion of the scholarship agreement occurs based on the decision of the Director on granting funding under the Programme. Based on the decision of the NAWA Director, Scholarship Beneficiaries take up and attend the language and adaptation course or the preparation course preceding the actual studies in Poland, and subsequently they take up and participate in studies. Scholarship Beneficiaries who conclude the agreement by:

- 1) 31 July (first deadline), may receive the scholarship starting from October of the given academic year;
- 2) 15 October (second deadline), will receive the scholarship by the end of December at the latest, along with back payments from October.

Scholarship Beneficiaries who intend to commence their studies from the summer semester of 2020/2021 and conclude the agreement by 15 February may receive scholarship starting from March of the given academic year.

Specimen of the agreement forms Appendix no. 3 to these Regulations.

5. RIGHTS AND DUTIES OF SCHOLARSHIP BENEFICIARIES

1. The Scholarship Beneficiary undertakes especially to:
 - 1) **submit to the Agency a document issued by the HEI confirming that she or he has been accepted for the chosen course of study, including indication of the period of study, within 14 days from being accepted by the HEI;**
 - 2) legalize their stay in the Republic of Poland and to present, at the request of NAWA, of the institution organizing the preparation course, or of the HEI, the relevant document confirming this fact;
 - 3) regularly attend classes stipulated in the curriculum of the course or studies;
 - 4) observe the provisions of these Regulations and of the scholarship agreement, as well as the terms and conditions of the course of studies, as per the regulations of the institution and HEI delivering the course or studies;
 - 5) submit annual reports within the stipulated deadlines;
 - 6) participate in the events organized by the Agency;
 - 7) participate in the Programme evaluation, which involves filling out an evaluation survey and participation in other evaluation processes of NAWA, of the Ministry of Higher Education and Science or of the Ministry of Foreign Affairs, at the terms and conditions stipulated by the entity that carries out the evaluation;
 - 8) hold health insurance, i.e.
 - a) a health insurance policy or a European Health Insurance

- Card for the given academic year; or
 - b) universal health insurance, within the meaning of the provisions of the Act of 27 August 2004 on health insurance benefits financed from public funds (Journal of Laws of 2017, item 1938 as amended); or
 - c) insurer's confirmation of health costs coverage within the territory of the Republic of Poland,

and to present, at the request of NAWA, of the institution organizing the preparation course or of the HEI, a document confirming that the Scholarship Beneficiary holds insurance;
 - 9) inform NAWA of all events and situations which may affect the completion of the Programme by the Scholarship Beneficiary, including, for example, dean's leaves.
2. The Scholarship Beneficiary has the right to:
- 1) receive scholarship funds as per the Programme Regulations,
 - 2) change the major area of studies pursuant to the following procedure:
 - a) It is possible to change one's major area of studies undertaken under the Programme, specified in the Regulation of the Minister of Higher Education and Science of 20 September 2018 on fields of study, scientific disciplines and art disciplines. It is not possible to change the major area of study into one that is not covered by the Programme. In order to change the major area of study, the Scholarship Beneficiary must first notify NAWA. In the event of an unjustified change of the major area of study into one that is not covered by the Programme, the Scholarship Beneficiary will lose her or his right to receive the scholarship funds and may be requested to return the funds disbursed in the period of time from the unjustified change.
 - b) In the event of change of the major area of study into one that has a different number of semesters, NAWA consent is required. The Scholarship Beneficiary must submit an application to NAWA along with a justification and opinion of her or his HEI.
 - 3) change the HEI at which the Scholarship Beneficiary studies or intends to study, in which case the NAWA consent is required. The Scholarship Beneficiary must submit an application to NAWA along with a justification and a promissory note of the chosen new HEI.
 - 4) change the duration of participation in the preparation course pursuant to the following procedure:
 - a) Scholarship Beneficiaries whose intended course of study delivered in **Polish** commences from the winter semester of the following academic year **must** participate in the course throughout one more semester. It is possible to prolong the participation in the preparation course for an additional, third semester for Scholarship Beneficiaries who intend to commence studies delivered in Polish from the summer semester of the following academic year.
 - b) Scholarship Beneficiaries whose intended course of study delivered in **English** commences from the winter semester of the following academic year **may** participate in the course throughout one more semester.

In order to change the duration of one's participation in the preparation course, the Scholarship Beneficiary must submit a request to NAWA, along with a justification and an opinion of the institution at which the Scholarship Beneficiary is taking the course. The request is submitted via this institution.

The decision on whether or not the HEI or the duration of participation in the preparation course may be changed is made by the NAWA Director, who may request that the Student Programme Team issue an opinion in this respect.

6. RULES FOR DISBURSEMENT OF SCHOLARSHIPS

1. The Scholarship of the NAWA Director is granted for a month-long language and adaptation course, for the regulation period of the preparation course preceding the studies and for the regulation period of studies, that is for the number of semesters stipulated in the regulations of the course or of studies.
2. The Scholarship amounts are:
 - 1) PLN 1,700 a month throughout the preparation course (at which point the Scholarship Beneficiary does not have the status of a student and thus student discounts, such as those applicable to public transportation, are not available to her or him).
 - 2) PLN 1,500 a month throughout the month-long language and adaptation course;
 - 3) PLN 1,500 a month for students of second-cycle studies.
3. The scholarship is paid out throughout a maximum of 12 months in the academic year, starting from the first month of classes at the preparation course and at the HEI and for a maximum of 1 month in the case of language and adaptation course. If the study period commences or ends in the winter semester, the scholarship is paid out for a maximum of 5 months in this semester.
4. Throughout the course of studies, Scholarship Beneficiaries also receive:
 - 1) in the first year of studies, an increment of PLN 500 in the first month of studies for the purpose of covering costs of settling in Poland – this does not apply to students who have completed first-cycle studies in Poland;
 - 2) in the last year of studies, an increment of PLN 500 in the last month of studies for the purpose of covering costs of the diploma thesis preparation.
5. If a documented unexpected event occurs, the NAWA Director may, at the Scholarship Beneficiary's written request, allow for a one-off increment of PLN 500 of the scholarship amount for the purpose of covering the costs associated with this event. This part of the scholarship is paid out by NAWA into the Scholarship Beneficiary's individual account.
6. The NAWA Director Scholarship is paid out once a month via the institution that organizes the course or via the HEI.
7. The NAWA Scholarship Beneficiary may only receive scholarship from one source, that is only under the Programme.
8. It is possible for Scholarship Beneficiaries who have qualified for foreign scholarship stays as part of Erasmus + Programme, as well as for Scholarship Beneficiaries sent by their HEI for study visits/exchanges, to receive scholarships to cover the costs of their maintenance. The Scholarship Beneficiary must notify the Agency of her or his departure and include this information in the Scholarship Beneficiary's report.

9. The Scholarship is granted for the language and adaptation course or for preparation course, as well as for one form of education in one major area of study. A Scholarship Beneficiary who wishes to take up another form of education or studies simultaneously must first obtain the consent of the HEI. No additional scholarship or other form of funding from NAWA will be provided in such cases.
10. The disbursement of scholarship funds in the next academic year requires the submission of a complete and correct Report as specified in part 7 of these Regulations. The date of disbursement of the scholarship in the new academic year depends on the date of submission of the Report.
11. The scholarship disbursement will be suspended in the following cases:
 - 1) if the Scholarship Beneficiary takes a dean's leave (or if her or his studies are interrupted for another similar justified reason),
 - 2) if the Scholarship Beneficiary stays outside of the Republic of Poland for an uninterrupted period longer than 30 days, with the exception of visits abroad as a result of having been sent by the university, for example under the Erasmus+ programme.

Once the reasons for suspension of the scholarship disbursement cease, the Scholarship Beneficiary must apply with the Agency, via the institution running the course or via the HEI, for the scholarship disbursement to be resumed.
12. The right to receive the scholarship will be revoked, and the Agreement with the Scholarship Beneficiary terminated, if the Scholarship Beneficiary:
 - 1) fails to commence the course for which she or he has qualified, or her or his studies in the academic year 2020/2021;
 - 2) fails to complete the preparation course;
 - 3) is repeating a semester or a year of studies (as per the university's grading system);
 - 4) has been removed by the institution running the course from the list of participants of the preparation course or by the HEI from the list of students;
 - 5) has provided untrue information based on which funds have been granted to her or him;
 - 6) has obtained Polish citizenship during the course of studies;
 - 7) has been penalized with a disciplinary measure or has received a final and binding court sentence for an intentional offence or an intentional fiscal offence;
 - 8) is staying illegally within the territory of the Republic of Poland or has not presented a document confirming legalisation of her or his stay on the territory of the Republic of Poland at the request of NAWA, of the institution running the preparation course or of the HEI;
 - 9) does not have health insurance or has not presented a document confirming that she or he has insurance at the request of NAWA, of the institution running the preparation course or of the HEI;
 - 10) has not submitted or corrected the annual report,
 - 11) breaches other significant provisions of these Regulations or of the Agreement.
13. If the scholarship is revoked due to the student repeating a year or a semester, it is within the discretion of the institution running the preparation course or HEI to determine the financial conditions for allowing the student to continue the preparation course or studies. The Scholarship Beneficiary may continue her or his studies without tuition fees and without the

NAWA scholarship if the institution or the HEI agrees to it.

14. The Scholarship Beneficiaries are not entitled to any other benefits besides those listed above under the Programme.

7. REPORTING

1. During the course of study, NAWA Scholarship Beneficiaries are required to submit annual reports for the previous academic year containing information on the completion of the academic year and the average grade or completion of the preparation course, by:
 - 1) 31 July (first deadline) – Scholarship Beneficiaries who submit a correct report by this date may receive scholarship starting from October;
 - 2) 15 October (second deadline) – Scholarship Beneficiaries who submit a correct report by this date will receive scholarship no later than by the end of December, along with back payments from October.
2. The first report must be submitted after the completion of the preparation course. In the case of Scholarship Beneficiaries commencing their studies from the summer semester, the first report will be the semester report.
3. The reports must be submitted via the Agency's ICT system.
4. In the event of submission of an incorrect or incomplete report, the Scholarship Beneficiary must correct or complete it within 14 days from receiving the relevant notification.
5. Submission of a correct and complete report, as well as passing the preparation course or the academic year, are conditions for the disbursement of the scholarship in the next academic year.
6. A Scholarship Beneficiary who fails to submit the report confirming passing the preparation course or the previous academic year loses the right to receive the NAWA scholarship in the ongoing academic year. In the event of receipt of undue scholarship, the Scholarship Beneficiary may be required to reimburse the received funds.

8. EVALUATION

Scholarship Beneficiaries are obliged to participate in the Programme evaluation conducted by NAWA. Participation in the evaluation consists of:

- 1) filling out an evaluation survey following the completion of the preparation course, within the deadline stipulated for the Scholarship Beneficiary's first report;
- 2) filling out an evaluation survey following the completion of the last academic year, in which the Scholarship Beneficiary studies under the Programme, within the deadline stipulated for the Scholarship Beneficiary's last report;
- 3) participation in separate evaluations conducted as commissioned by or at the consent of NAWA. Throughout the duration of the Scholarship Beneficiary's participation in the Programme, she or he may be asked twice to participate in an evaluation, as well as once within 2 years from the date on which the Scholarship Beneficiary stopped receiving the scholarship funds. In particular, NAWA plans to conduct an online survey involving all the Programme graduates, with a view of enquiring about their professional development and education from the time of Programme completion.

NAWA evaluation surveys will be conducted online, but outside of the Agency's ICT system.

Scholarship Beneficiaries are also required to participate in evaluations conducted by the Ministry of Higher Education and Science or by the Ministry of Foreign Affairs, according to the terms and conditions specified by them.

NAWA guarantees that information provided by the Scholarship Beneficiary under the evaluations will not affect the conditions for disbursement of the scholarship.

9. CHANGES IN THE REGULATIONS

NAWA reserves the right to introduce changes to these Regulations, excluding changes resulting in unequal treatment of Applicants, unless the necessity to introduce such changes results from the provisions of generally applicable law. The introduced changes are effective from the moment of their publication, made in a manner analogous to the announcement of the call for applications. Applications submitted prior to the publication of changes in the Regulations must be re-submitted or supplemented by the Applicant if their provisions are inconsistent with the introduced changes. NAWA will notify all Applicants who submitted applications before the publication of changes in the Regulations by sending information via the Agency's ICT system or by email to the email address indicated in the application.

At the same time NAWA reserves the right to introduce changes to the Regulations with a view of ordering the information, making it more precise, as well as to correct obvious mistakes in the Regulations, without separate notification of the introduced changes, subject to publication of the new content of the Regulations. The changes come into effect on the date of this publication.

NAWA reserves the right to cancel the call for applications, in particular in the event of significant changes in legal regulations affecting the conditions of the call for applications, force majeure events or in other justified cases.

All the information necessary for the proper completion of the call for applications is published by NAWA on its website: www.nawa.gov.pl. Applicants are recommended to check this website on a regular basis.

10. PERSONAL DATA PROTECTION

The Agency is the controller of personal data of Applicants, Scholarship Beneficiaries and contact persons. The data will be used for the following purposes:

- 1) to complete the call for applications under the Programme,
- 2) to select the Scholarship Beneficiaries and to conclude scholarship agreements with them,
- 3) to perform the concluded scholarship agreements.

The Scholarship Beneficiary's personal data may be provided to NAWA employees, External Experts, diplomatic and consular posts, employees of institutions running preparation courses and employees of HEIs in connection with the implementation of the above-mentioned objectives. The transfer of personal data to the above-mentioned entities or persons outside the European Economic Area (Member States of the European Union, Iceland, Norway and Liechtenstein) will take place pursuant to standard data protection clauses adopted or approved by the European Commission. The data subject is entitled to receive a copy of the data transferred outside the EEA. The legal basis for processing personal data is Article 6(1)(b) of the General Data Protection Regulation (GDPR). The submission of data is voluntary, but necessary for the participation in the call for applications and for the conclusion of scholarship agreements. The refusal to submit data will result in the application not being considered.

Personal data of:

- 1) Applicants will be used for a period of 5 years from the date of announcement of recruitment results,
- 2) Scholarship Beneficiaries will be used for a period of 5 years from the termination of the scholarship agreement,
- 3) contact persons will be used for a period of 5 years from the termination of the scholarship agreement.

Data subjects are entitled to:

- 1) request access to their personal data from the Agency,
 - 2) to rectify, erase or restrict the use of their personal data,
 - 3) transfer their personal data,
 - 4) lodge a complaint with the supervisory body (President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa)
- on the terms and conditions stipulated in the GDPR.

Contact information of the data protection officer: Adam Klimowski, odo@nawa.gov.pl.

11. CONTACT WITH NAWA

Contact person at the Department of Programmes for Students:

Aleksandra Długosz

e-mail: aleksandra.dlugosz@nawa.gov.pl

telephone no.: 0048 22-390-35-21

12. APPENDICES

Appendix no. 1: List of countries whose citizens may apply for scholarships under the Programme
Appendix no. 2: List of accepted certificates Appendix
no. 3: Specimen of the Agreement with the Scholarship
Beneficiary

Appendix no. 1: List of countries whose citizens may apply for scholarships under the Programme

Priority countries	Other countries
Armenia	Albania
Azerbaijan	Bosnia and Herzegovina
Belarus	Montenegro
Georgia	Kosovo
Kazakhstan	North Macedonia
Kyrgyzstan	Serbia
Moldova	
Tajikistan	
Turkmenistan	
Ukraine	
Uzbekistan	

Appendix no. 2: List of accepted certificates

ENGLISH LANGUAGE PROFICIENCY

List of certificates confirming knowledge of English language at least on B2 level issued by the listed institutions/examination boards:

University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia, in particular Certificates:

- International English Language Testing System (Academic) IELTS – at least 5.5 points.

Certificates issued by institutions affiliated the Association of Language Testers in Europe (ALTE) – levels of ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular Certificates:

- First Certificate in English (FCE)
- Certificate in Advanced English (CAE)
- Certificate of Proficiency in English (CPE)
- Business English Certificate (BEC) Vantage – at least Pass
- Business English Certificate (BEC) Higher
- Certificate in English for International Business and Trade (CEIBT)

Educational Testing Service (ETS) – in particular Certificates:

- Test of English as a Foreign Language (TOEFL IBT) – at least 87 points in Internet- Based Test (iBT)
- TOEFL ITP Assessment Series – at least 543 points (TOEFL ITP)
- Test of English as a Foreign Language (TOEFL CBT) – at least 180 points in Computer-Based Test (CBT), supplemented by at least 50 points from Test of Spoken English (TSE)
- Test of English as a Foreign Language (TOEFL PBT) – at least 510 points in Paper-Based Test (PBT) supplemented by at least 3.5 points from Test of Written English (TWE) and supplemented by at least 50 points from Test of Spoken English (TSE)
- Test of English for International Communication (TOEIC) – supplemented by at least 700 points
- European Consortium for the Certificate of Attainment in Modern Languages (ECL)

City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute:

- English for Speakers of Other Languages (ESOL) – First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level
- International English for Speakers of Other Languages (IESOL) – “Communicator” level,
“Expert” level, “Mastery” level
- City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2
- City & Guilds Level 2 Certificate in ESOL International (reading, writing and

listening)

Expert (C1) 500/1766/4

- City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6
- Spoken English Test (SET) for Business – Stage B “Communicator” level, Stage C “Expert” level, Stage C “Mastery” level
- English for Business Communications (EBC) – Level 2, Level 3; English for Office Skills (EOS) – Level 2

Edexcel, Pearson Language Tests, Pearson Language Assessments (PTE):

- London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International)
- London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International)
- London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International)

Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board:

- London Chamber of Commerce and Industry Examinations (LCCI) – English for Business Level 2, English for Business Level 3, English for Business Level 4
- London Chamber of Commerce and Industry Examinations (LCCI) – Foundation Certificate for Teachers of Business English (FTBE)
- London Chamber of Commerce and Industry Examinations (LCCI) – English for Tourism Level 2
= “Pass with Credit” level, “Pass with Distinction” level,

Certificates telc GmbH, WBT Weiterbildungs-Testsysteme GmbH:

- B2 Certificate in English
- B2 Certificate in English for Business Purposes
- Certificate in English for Technical Purposes (B2)
- telc English B2
- telc English B2 Business
- telc English B2 Technical
- telc English C1

Appendix no. 3: Specimen of the Agreement with the Scholarship Beneficiary

AGREEMENT NO. PPS/BAN/2020/1...../U/00001

Entered into in Warsaw (hereinafter “Agreement”), by and between:

The Polish National Agency for Academic Exchange NAWA – a state legal entity established pursuant to the Act of 7 July 2017 on the Polish National Agency for Academic Exchange (i.e. Journal of Laws of 2019, item 1582), with its seat in Warsaw at ul. Polna 40, 00-635 Warszawa, NIP: 5272820369, REGON: 368205180, hereinafter referred to as “Agency”, represented as per its rules of representation,

and

Mr/Ms [**first and last name**], citizen of [**name of country**], residing at [**address of residence**], holder of personal identity card/passport no. [**number**], valid until [**date**], hereinafter referred to as “**Scholarship Beneficiary**,”

hereinafter jointly referred to as “Parties”, with the following contents:

§1

Object of the Agreement

1. The object of the Agreement is Scholarship Beneficiary’s participation in the Stefan Banach Scholarship Programme – second-cycle studies (hereinafter referred to as “Programme”), financed by the Agency pursuant to the NAWA Director’s decision no. [number] of [date].
2. The Programme will be carried out pursuant to the provisions of this Agreement.
3. The Agency Director has granted the Scholarship Beneficiary funds for participation in the Programme pursuant to the Programme Regulations (Appendix no. 2 to this Agreement), hereinafter referred to as Programme “Regulations”.
4. The funds specified under par. 3 have been granted for the duration of the Scholarship Beneficiary’s preparation course/ language and adaptation course or the regulation period of study, starting from the academic year 2020/2021.

§2

Terms and conditions for the performance of the Agreement

1. The Agency and the Scholarship Beneficiary undertake to perform the Agreement based on:
 - 1) the Scholarship Beneficiary’s application submitted in the procedure of call for applications, which is Appendix no. 1 to the Agreement,
 - 2) Regulations of the Programme effective as at the date of entering into the Agreement.
2. Statements given under the call for applications to the Programme are binding throughout the performance of the Agreement.
3. The Agency is not accountable for any possible damage suffered by the Scholarship Beneficiary or third parties in relation to the performance of the Agreement.

§3

Obligations of the Scholarship Beneficiary

The Scholarship Beneficiary is obliged to meet her or his duties pursuant to the Regulations of the Programme, particularly pursuant to its part 5 “Rights and Duties of Scholarship Beneficiary”.

§4

Terms and Conditions of funding Termination of funding

1. Scholarships are subject to the provisions of the Regulations of the Programme, in particular of part 6 “Rules for Disbursement of Scholarships” and of part 7 “Reporting”.
2. Funds granted based on the Agreement will be paid out provided that the Agency has sufficient funds for the performance of the Programme. The Agency is not accountable for the actions or omissions of the institution running the preparation course/the language and adaptation course or of the HEI, and in particular for failure to pay out the granted funds or for delays in payments.

§5

Insurance

The Scholarship Beneficiary is obliged to ensure that she or he holds appropriate insurance, specified in the Programme Regulations, for the duration of the course or studies.

§6

Scholarship Beneficiary's reports

The Scholarship Beneficiary is obliged to carry out her or his duties as per the Programme Regulations, specified particularly in part 7 "Reporting".

§7

Rules for the evaluation of projects

The Scholarship Beneficiary is obliged to participate in Programme evaluations conducted by the Agency or commissioned by it, as per the Programme Regulations and particularly its part 8 "Evaluation".

§8

Rules for termination of the Agreement; force majeure

1. The Agreement may be terminated and the right to receive the scholarship revoked by the Agency with immediate effect in the event of a material breach of the Agreement, and in particular due to circumstances specified in Part 6 of the Programme Regulations.
2. Termination of the Agreement requires a written form under pain of nullity.
3. The Parties are released from liability for failure to fulfil their obligations under the Agreement due to force majeure.
4. By force majeure, the Parties understand in particular external events, independent of the Parties, affecting the performance of the Agreement, of an extraordinary, unpredictable and unavoidable nature, which occurred after the conclusion of the Agreement.
5. A Party may only invoke force majeure if it immediately, but no later than within 3 days, notifies the other Party by email of the force majeure event, including a description of the situation or event, the expected duration of the force majeure and the foreseeable consequences of the force majeure.
6. The Parties will take the necessary measures to limit the damage caused by force majeure and make every effort to resume the Agreement as soon as possible.

§9

Personal data protection, image dissemination

Personal data are protected in accordance with the Regulations of the Programme, in particular part 10 "Personal data protection".

§10

Final provisions

1. The rights and duties of the Parties may not be transferred onto third parties.
2. In matters not regulated by the Agreement, the provisions of the Act on the Polish National Agency for Academic Exchange, the Civil Code or other generally applicable regulations apply.
3. The Parties agree that the law applicable to the obligations resulting from the Agreement is the Polish law.

4. Disputes arising from the performance of the Agreement will be resolved by a common court with jurisdiction over the seat of the Agency.
5. The Scholarship Beneficiary is obliged to notify the Agency via the Agency's ICT system of any change in the relevant data contained in the Agreement, including, but not limited to: change of name and address, within 7 days, under pain of all actions taken by the Agency using outdated data being effective with respect to the Scholarship Beneficiary.
6. Amendments to the Agreement require a written form under pain of nullity unless otherwise stipulated in the Agreement.
7. The Agreement has been entered into in a document form via the Agency's ICT system and takes effect upon its acceptance by the last Party.
8. Appendices:
 - 1) Scholarship Beneficiary's application submitted in the call for applications, available in the NAWA ICT system.
 - 2) Programme Regulations available at: ...

For the Scholarship Beneficiary:

(signature)

For the Agency:

(signature)