

IGNACY ŁUKASIEWICZ SCHOLARSHIP  
PROGRAMME REGULATIONS

second-cycle studies

Warsaw, 3 February 2020

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# 1. GENERAL INFORMATION ABOUT THE IGNACY ŁUKASIEWICZ 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 National Agency for Academic Exchange;
- 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. An External Expert may carry out an individual content-related evaluation of applications as a Reviewer and as a member of the Evaluation Panel;
- 4) **Programme** – Ignacy Łukasiewicz Scholarship Programme – second-cycle studies;
- 5) **Reviewer** – an External Expert who conducts individual content-related evaluation of applications submitted as part of the call for applications for the Programme;
- 6) **Regulations** – these Regulations of the Programme, available at [nawa.gov.pl](http://nawa.gov.pl);
- 7) **Scholarship** – funding granted under the Programme to the Scholarship Beneficiary based on the decision of the Director;
- 8) **Scholarship Beneficiary** – a person to whom funding has been granted under the Programme;
- 9) **The Agency's ICT system, NAWA ICT system** – the system specified in Art. 14 of the NAWA 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;
- 10) **Funding** – financial means specified under Art. 18 par. 2 of the NAWA;
- 11) **NAWA** – the Act of 7 July 2017 on the Polish National Agency for Academic Exchange (Journal of Laws of 2019, item 1582);
- 12) **AHES** – the Act of 20 July 2018 on Higher Education and Science (i.e. Journal of Laws of 2020, item 85);
- 13) **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;
- 14) **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 Ignacy Łukasiewicz Scholarship Programme is to support the socio-economic growth of developing countries (with the exclusion of 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. In such cases, the issue of tuition fees 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.

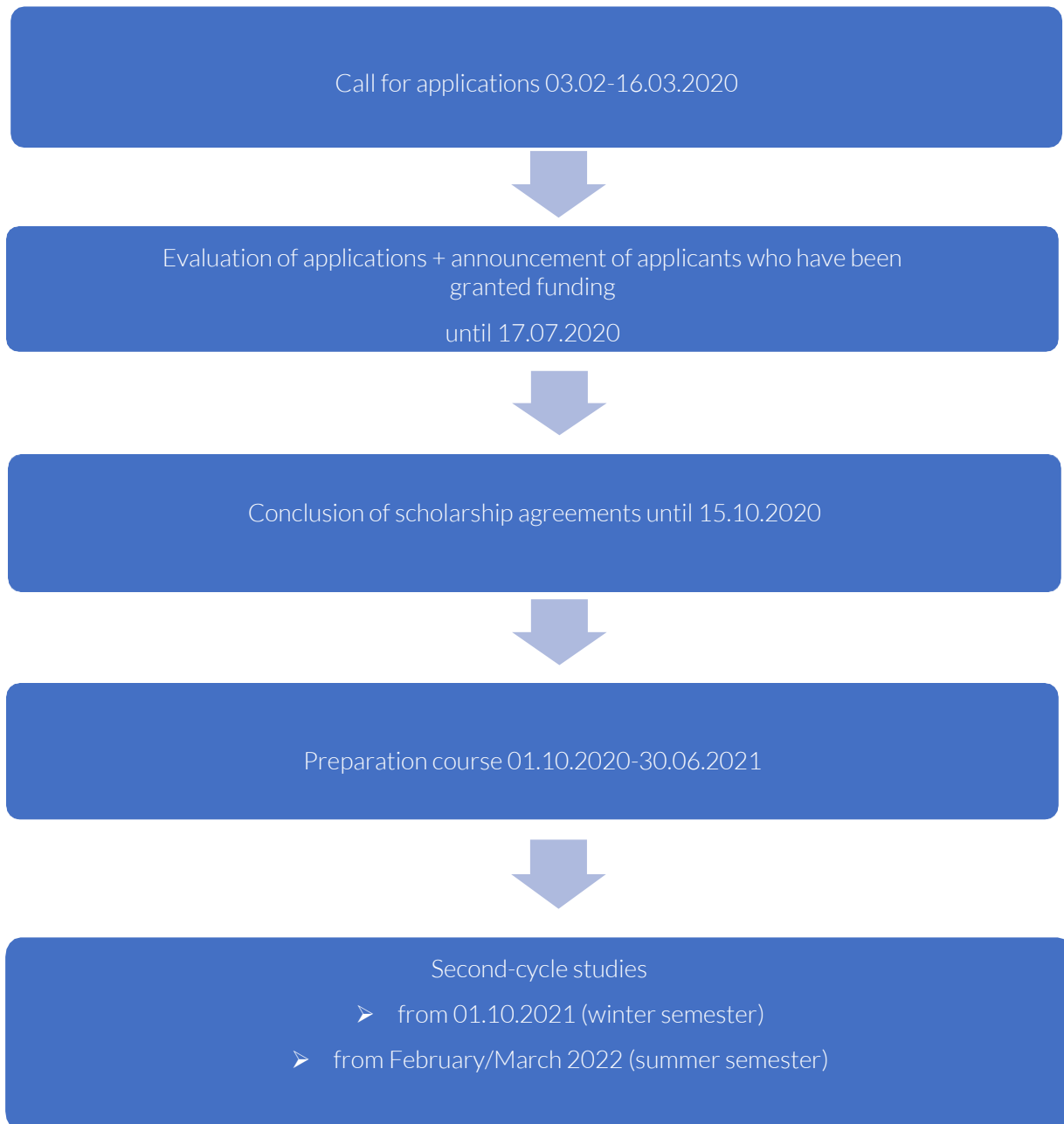
The scholarship offer is addressed to foreigners, given to nationals of the following countries indicated by the Ministry of Foreign Affairs: Angola, Ethiopia, Philippines, India, Indonesia, Kenya, Colombia, Lebanon, Mexico, Myanmar, Nigeria, Palestine, Peru, South Africa, Senegal, Tanzania, Uganda, Vietnam; also to other countries covered by Official Development Assistance, with the exception of developing countries of Europe and Central Asia (the list of countries whose citizens may apply for a scholarship under the Programme is attached as Appendix no. 1 to these Regulations).

The Programme includes an obligatory monthly preparation course on scholarship conditions, preceding studies in Poland. The purpose of the course is to improve the students' command of Polish language and culture, and their knowledge in the area of their future fields of study.

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

## 2. APPLICATION PROCEDURE

### 2.1. Programme Schedule <sup>1</sup>



<sup>1</sup> 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: Angola, Ethiopia, Philippines, India, Indonesia, Kenya, Colombia, Lebanon, Mexico, Myanmar, Nigeria, Palestine, Peru, South Africa, Senegal, Tanzania, Uganda, Vietnam or other countries covered by Official Development Assistance (ODA), with the exception of developing countries of Europe and Central Asia. The list of countries whose citizens may apply for a scholarship under the Programme is attached as Appendix no. 1 to these Regulations.
- 2) not be Polish citizens and must not have applied for Polish citizenship;
- 3) plan to commence second-cycle studies or a preparatory 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 English at least at the B2 level.

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 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 in another language at public and non-public HEIs,
- 2) receive monthly scholarship funds from the NAWA,
- 3) be exempt from public HEI tuition fees throughout the regulation study 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. 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) participate in a semester or annual preparation course preceding studies in Poland. The preparation 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 studies. Applicants who qualify for preparation 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 Central European Time (local Warsaw time), exclusively in electronic form through the NAWA ICT system accessible at [www.nawa.gov.pl](http://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 rejected. 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 appendices<sup>2</sup>

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<sup>2</sup>Applicants 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.

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) an outline of the planned Master's thesis in the field of engineering and technical sciences, agricultural sciences, exact sciences or life sciences – specifying the topic and the research method. The description must be entered in the form available in the NAWA system;
- 3) 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) and the GPA, conferred no earlier than in 2017.
  - a) In the case of Applicants whose supplement does not specify the GPA achieved throughout first-cycle studies – a document issued by the HEI stating this GPA, bearing a university seal.
  - b) In the case of Applicants who 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 GPA as at the date of application, along with information on the planned completion date of studies.
  - c) In the case of absence of a diploma or Applicants who at the time of submitting the application do not yet have a diploma of completion of first-cycle studies – a scan of a document issued by the HEI confirming that the Applicant has completed first-cycle studies, along with the GPA achieved in first-cycle studies (no earlier than in 2017).
  - d) If a two-cycle system of studies is not in place in the Applicant's country of origin – a scan of the diploma of completion of Master's degree or equivalent, obtained no earlier than in 2017 along with a supplement or a document issued by the HEI indicating the GPA from the entire course of studies. In the case of Applicants who are students of the last year of these studies – a scan of a document issued by the HEI indicating the GPA from the entire course of studies, bearing the HEI seal;
- 4) Applicant's declaration of not having previously completed Master's degree studies (second-cycle or uniform studies) – does not apply to Applicants who received their diploma of completion of first-cycle studies in a country where the two-cycle system of studies is not in place;
- 5) a scan of a certificate confirming knowledge of English at least at B2 level – a list of accepted certificates is provided in Appendix no. 2 to the Regulations.

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. The admissible forms of communication with the Applicant concerning the need to provide missing/additional information is correspondence via the NAWA ICT system and, in exceptional cases, 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). If an application is not considered, the Applicant may apply for reevaluation pursuant to Art. 25 par. 2 of NAWA.

## 3.2. Content-related evaluation

### 3.2.1. General information

The content-related evaluation is conducted by Reviewers from the NAWA expert database, based on the outline description of the planned Master's thesis submitted by the Applicant, and by the Evaluation Panel based on the GPA from the Applicant's first-cycle studies. Each application, along with appendices, is evaluated individually by one Reviewer and by the Evaluation Panel.

Reviewers are chosen from the NAWA expert database according to the area of science applicable to the proposed topic of the Master's thesis, pursuant to the Regulation of the Minister of Higher Education and Science of 20 September 2018 on fields of study, scientific disciplines and art disciplines (Journal of Laws, item 1818). Reviewers evaluate the applications according to content-related criteria, allocating points and providing justification for their number. The Evaluation Panel appointed by the Director allocates points for the GPA achieved throughout the first-cycle studies.

Particulars of External Experts who conduct the content-related evaluation of applications are confidential and are not disclosed. Each year, NAWA publishes an alphabetical list of External Experts participating in the evaluation of applications in a given calendar year, together for all programmes.

### 3.2.2. Detailed rules for content-related evaluation

The Reviewers and the Evaluation Panel conduct the content-related evaluation of applications based on the following criteria:

N o.	Description of criterion	Evaluating person	Points
1.	Description of the topic and concept of the Master's thesis	Reviewer	0-20
2.	Description of the planned research/ projects and methods of their completion	Reviewer	0-20
3.	GPA from first-cycle studies	Evaluation Panel	0-10
In total:			0-50

The Evaluation Panel allocates points for GPA in reference to the Polish grading system, in line with the following guidelines:

GPA	Points
Up to 2.9	0
3.0-3.3	2
3.4-3.7	4
3.7-4.0	6
4.1-4.5	8
4.6-5.0	10

GPA received in countries with a grading system different than the Polish one will be recalculated into the Polish scale based on the international grade calculator. In the event of doubts, or if it proves impossible to apply the recalculation, NAWA will issue a request to Polish consular and diplomatic posts asking for information about the equivalent grades in Poland.

In order to receive a positive content-related evaluation, the Applicant must receive at least 25 points in total, of which no less than 10 points each for questions related to criterion no. 1 – Description of the topic and concept of the Master’s thesis and to criterion no. 2 – Description of the planned research/ projects and methods of their completion.

In justified cases, the 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.

NAWA 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 specifies:

- 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 25 points in total or less than 10 points each for questions under criterion no. 1 – Description of the topic and concept of the Master’s thesis and under criterion no. 2 – Description of the planned research/ projects and methods of their completion. 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 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, within the limit of spaces allocated under the Programme.

The 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 Director on granting the right to take up and continue studies or another form of education (preparation course), on granting the scholarship and on exemption from tuition fees during the regulation study period (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 Director's decision to grant scholarship covers the period of completion of the preparation course and of the 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 are preceded by an obligatory preparation course, also under NAWA scholarship. The purpose of the course is to improve the students' command of Polish, their knowledge of Polish language and culture, and their knowledge in the area of their future fields of study. The preparation course offer is not available to Applicants who have completed first-cycle studies in Poland.

Applicants who qualify for preparation 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.

## 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](http://www.polon.nauka.gov.pl). Information about majors (offered by Polish universities) is available at: [www.wybiezstudia.nauka.gov.pl](http://www.wybiezstudia.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 Director's decision on granting scholarship to the HEI.
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-related evaluation. Submission of a request for reconsideration for any other reason may 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 declaring the application to reconsider the case inadmissible,
  - 2) issuing of a decision by the Director refusing to grant funding in the event that the application to reconsider the case is granted,
  - 3) issuing of a decision of the NAWA Director on refusal to grant funding or a decision upholding the decision of the Director on refusal to grant funding

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 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 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 preparation course or curriculum of the 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;
  - 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 (i.e. Journal of Laws of 2019, item 1373 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 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 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 preparation course throughout one more semester. It is possible to prolong the participation in the preparation course for an additional, third semester in the event of 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 preparation course throughout one more semester.

In order to change the duration of one's participation in the preparation course, the Scholarship Beneficiary must submit an application to NAWA, along with justification and an opinion issued by the education institution at which the Scholarship Beneficiary is doing 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 taken by the Director, who may request that the Student Programme Team issue an opinion in this respect.

## 6. RULES FOR DISBURSEMENT OF SCHOLARSHIPS

The Scholarship of the Director is granted 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.

1. 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 for students of second-cycle studies.
2. 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. 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.
3. 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.
4. If a documented unexpected event occurs, the 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.
5. The NAWA Director's Scholarship is paid out once a month via the institution that organizes the course or via the HEI.
6. The NAWA Scholarship Beneficiary may only receive scholarship from one source,  
  
that is only under the Programme.
7. 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 and others, to receive scholarships to cover the costs of their maintenance. The Scholarship Beneficiary must notify the Agency of his/her departure and include this information in the Scholarship Beneficiary's report.

8. The Scholarship is granted for the 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 financing from NAWA will be provided in such cases.
9. 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.
10. The scholarship disbursement will be temporarily suspended in the following cases:
  - 1) if the Scholarship Beneficiary repeats a given academic year,
  - 2) if the Scholarship Beneficiary takes a dean's leave (or if her or his studies are interrupted for another similar justified reason),
  - 3) 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 HEI, for example under the Erasmus+ programme.Once the reason for suspension of the scholarship disbursement ceases, 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.
11. The right to receive the scholarship will be revoked, and the Agreement with the Scholarship Beneficiary terminated, if the Scholarship Beneficiary:
  - 1) fails to complete the preparation course;
  - 2) repeats a semester or a year of studies more than once (as per the university's grading system);
  - 3) has been removed by the institution running the preparation course from the list of participants of the preparation course or by the HEI from the list of students;
  - 4) has provided untrue information based on which funds have been granted to her or him;
  - 5) has obtained Polish citizenship during the course of studies;
  - 6) 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;
  - 7) 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;
  - 8) 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;
  - 9) has not submitted or corrected the annual report;
  - 10) breaches other significant provisions of these Regulations or of the Agreement.
12. If the scholarship is revoked due to the student repeating a year or a semester more than once, 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 university agrees to it.

13. 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, which must be submitted by 15 March.
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 includes:

- 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 information necessary for the proper completion of the call for applications is published by NAWA on the website [www.nawa.gov.pl](http://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 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)(e) 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) External Experts will be kept for the duration of cooperation with the given Expert and for a period of 3 years after notification to the Expert about being removed from the database,
- 4) contact persons will be used for a period of 5 years from the termination of the scholarship agreement,

Data subjects are entitled to lodge applications concerning:

- 1) requests that the Agency grant them access to their personal data,
- 2) rectification, deletion or restriction of the use of their personal data,
- 3) objections to the use of their personal data;

- on the terms and conditions stipulated in the GDPR. Moreover, every data subject has the right to lodge a complaint with the supervisory authority (President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa).

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:

Ilia Markowski

e-mail: [ilia.markowski@nawa.gov.pl](mailto:ilia.markowski@nawa.gov.pl)

telephone no.:: 0048 22-390-35-78

## 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	
Angola	Afghanistan	Mali
Ethiopia	Algeria	Morocco
The Philippines	Antigua and Barbuda	Mauritania
India	Argentina	Mauritius
Indonesia	Bangladesh	Micronesia
Kenya	Belize	Mongolia
Colombia	Benin	Montserrat
Lebanon	Bhutan	Mozambique
Mexico	Bolivia	Namibia
Myanmar	Botswana	Nauru
Nigeria	Brazil	Nepal
Palestine	Burkina Faso	Niger
Peru	Burundi	Nicaragua
Republic of South Africa	Cape Verde	Niue
Senegal	Chad	Pakistan
Tanzania	Democratic Republic of Congo	Palau
Uganda	Dominica	Panama
Vietnam	Djibouti	Papua New Guinea
	Egypt	Paraguay
	Ecuador	South Sudan
	Eritrea	Dominican Republic
	Eswatini	Central African Republic
	Fiji	Rwanda
	Gabon	El Salvador
	Gambia	Samoa
	Ghana	São Tomé and Príncipe
	Grenada	Sierra Leone
	Guyana	Somalia
	Guatemala	Sri Lanka
	Guinea	Swaziland
	Equatorial Guinea	Sudan
	Guinea-Bissau	Surinam
	Haiti	Syrian Arab Republic
	Honduras	Thailand
	Iraq	Timor-Leste
	Iran	Togo

	Jamaica	Tokelau
	Yemen	Tonga
	Jordan	Tunisia
	Cambodia	Tuvalu
	Cameroon	Vanuatu
	Kiribati	Wallis and Futuna
	Comoros	Venezuela
	Congo	Côte d'Ivoire
	Democratic People's Republic of Korea	Saint Helena
	Costa Rica	Saint Lucia
	Cuba	Marshall Islands
	Lao People's Democratic Republic	Solomon Islands
	Lesotho	Sant Vincent and the Grenadines
	Liberia	Zambia
	Libya	Zimbabwe
	Madagascar	
	Malawi	
	The Maldives	
	Malaysia	

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:

- 3) 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:

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

Educational Testing Service (ETS) – in particular Certificates:

- 10) Test of English as a Foreign Language (TOEFL iBT) – at least 87 points in Internet- Based Test (iBT)
- 11) TOEFL ITP Assessment Series – at least 543 points (TOEFL ITP)
- 12) 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)
- 13) 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)
- 14) Test of English for International Communication (TOEIC) – supplemented by at least 700 points
- 15) European Consortium for the Certificate of Attainment in Modern Languages (ECL)

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

- 16) English for Speakers of Other Languages (ESOL) – First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level



17) International English for Speakers of Other Languages (IESOL) – “Communicator” level

“Expert” level, “Mastery” level

18) City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2

19) City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening)

Expert (C1) 500/1766/4

20) City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6

3) Spoken English Test (SET) for Business – Stage B “Communicator” level, Stage C “Expert” level, Stage C “Mastery” level

21) English for Business Communications (EBC) – Level 2, Level 3; English for Office Skills (EOS) –

Level 2

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

22) London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International)

23) London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International)

24) 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:

25) London Chamber of Commerce and Industry Examinations (LCCI) – English for Business Level 2, English for Business Level 3, English for Business Level 4

26) London Chamber of Commerce and Industry Examinations (LCCI) – Foundation Certificate for Teachers of Business English (FTBE)

27) 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:

28) B2 Certificate in English

29) B2 Certificate in English for Business Purposes

30) Certificate in English for Technical Purposes (B2)

31) telc English B2

32) telc English B2 Business

33) telc English B2 Technical

34) telc English C1

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

**AGREEMENT NO. PPS/LUK/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 Ignacy Łukasiewicz 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 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.

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 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 or document 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.  
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.
6. In the event of a force majeure limiting or impeding the performance of the Agreement for a period longer than 30 days, the Agency reserves the right to terminate the Agreement with immediate effect.

#### §9

##### **Personal data protection**

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. The Agreement has been concluded in a document form via the Agency's ICT system and takes effect upon its acceptance by the last Party.
7. Amendments to the Agreement require a written or document form under pain of nullity unless otherwise stipulated in the Agreement.
8. Appendices to the Agreement form an integral part thereof.
  - 1) Scholarship Beneficiary's application submitted in the call for applications, available in the NAWA ICT system;
  - 2) Programme Regulations available at: <https://nawa.gov.pl>

