



NARODOWA AGENCJA
WYMIANY AKADEMICKIEJ

**REGULATIONS
MASTER PROGRAMME**

INTERNATIONALISATION OF DOCTORAL SCHOOLS

Warsaw, June 2020

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1. GENERAL INFORMATION ABOUT THE PROGRAMME

1. 1. Programme Objectives

The **main objective** of the Programme is to **support on a systemic basis the internationalisation of** doctoral schools.

The Agency offers Polish entities running doctoral schools a package of systemic support for a period of 3 years, with the following specific objectives:

- 1) improving the quality of education in doctoral schools and the quality of research of doctoral students by transferring international experience to Polish HEIs;
- 2) increasing the international mobility of doctoral students;
- 3) developing activities related to internationalisation "at home";
- 4) supporting long-term international cooperation of doctoral schools;
- 5) acquiring foreign doctoral students and supervisors from abroad;
- 6) providing scholarship support for doctoral students implementing doctoral projects in international cooperation and aiming at obtaining a joint degree or double degree;
- 7) implementation by doctoral students of research projects of international character.

The Programme is addressed to Polish institutions that run doctoral schools and have experience in admitting foreigners to studies or providing education to them and coordinate or participate in international exchange programmes for doctoral students.

The maximum amount of funding for the Project from the Polish National Agency for Academic Exchange is **PLN 2,000,000**. The value of the project is increased by the **Applicant's own financial contribution, which may not be lower than 10% of the amount applied for at the Agency**.

1. 2. Basic terms and abbreviations

- 1) **Agency** – National Agency for Academic Exchange;
- 2) **Beneficiary** – an institution which received funding under the Programme and signed an agreement with the Agency to implement and fund the Project;
- 3) **External expert** – a person commissioned by the Agency for content-related evaluation of applications submitted as part of the call for applications for the Programme.
- 4) **Programme** - *STER Programme – Internationalisation of doctoral schools*;
- 5) **Curriculum** – the curriculum for doctoral students to be implemented at the doctoral school referred to in Article 201 of AHES;
- 6) **Acquired foreign doctoral student** - the acquired foreign doctoral student means
 - a) a foreigner who is a graduate of first, second degree studies or uniform master's degree studies, completed in a foreign institution,
 - b) a foreigner who is a graduate of second degree studies completed in a Polish institution or
 - c) a Pole who is a graduate of second degree studies, completed in a foreign institution, who has positively passed the recruitment process organised by the Applicant;
- 7) **International character, internationalisation of doctoral schools** – a set of activities created in cooperation with foreign researchers or institutions from abroad, which consists of cooperation with supervisors and assistant supervisors from foreign research entities, dissemination of research results abroad through e.g. international publications, development of applications for funding research projects and their implementation with the use of know-how of foreign scientific entities or participation of foreign researchers in these undertakings, conducting joint initiatives with institutions from abroad, e.g. participation in internships, research trips, etc.;
- 8) **Project** – a set of activities for which funding is granted under the STER Programme – *Internationalisation of doctoral schools*;
- 9) **The Agency's ICT System, System** – a system in which the call for applications submitted by Applicants and evaluation of applications are performed and by means of which the reports prepared by the Beneficiaries will be submitted and evaluated;
- 10) **Applicant** – an entity authorised to submit applications who has submitted an application for participation in the Programme;
- 11) **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, containing information about the Project and prepared by the Applicant;

- 12) **Evaluation Panel** – a panel consisting of External Experts, appointed by the Agency Director to perform content-related evaluation of applications within the scope indicated in the Regulations;
- 13) **Agreement** – an agreement on transferring the funds, entered into between the Applicant and the Agency after obtaining a positive evaluation of the application and the decision of the Agency Director, concerning the implementation and funding of the Project;
- 14) **AHES** – the Act of 20 July 2018 on Higher Education and Science (Journal of Laws, item 85 as amended);

1. 3. Programme Schedule



2. APPLICATION PROCEDURE

2.1. Eligible Applicants

Applications for participation in the Programme may be submitted by the entities referred to in Article 7, Section 1 of AHES which run doctoral schools within the meaning of Article 198 of AHES.

The entity which will receive funding under the *STER* Programme – *Internationalisation of doctoral schools* in the 2020 call for proposals will be able to apply for funding in the next edition of the Programme not earlier than in the last year of project implementation.

2.2. Eligible activities

Applicants may plan one or more of the following activities under the project:

- 1) **activities related to the acquisition of foreign doctoral students, including in particular:**
 - a) preparing foreign-language information materials, including, among others, guides for foreigners on doctoral studies in Poland, Polish scientific institutions, everyday life in Poland – addressed to foreign doctoral students;
 - b) adapting existing websites and creating new websites or IT tools to the needs of foreign doctoral students;
 - c) organising meetings and information and promotion activities at home and abroad.
- 2) **payment of Agency scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree – payment after the approval of an individual research plan**
- 3) **support of foreign mobility for the best doctoral students from Poland and abroad (from 1 to 10 months¹), receiving education at the doctoral school, including:**
 - a) funds for accommodation and meals related to the participation of doctoral students in foreign research trips;
 - b) lump-sum travel costs related to the participation of doctoral students in foreign research trips for doctoral students;
 - c) funding of development costs related to participation of doctoral students in foreign research trips;
- 4) **developing activities related to internationalisation “at home”, in particular:**
 - a) organising stays for visiting professors from abroad, supervisors and assistant supervisors teaching doctoral students or guest lectures delivered in foreign languages, etc.;
 - b) organising training sessions improving the competences of doctoral students and staff participating in the Project;
 - c) organising networking meetings, fairs, conferences, summer and winter schools and other events with the participation of doctoral students.
- 5) **activities related to the development of international cooperation of doctoral schools, including:**
 - a) developing applications for project funding and implementing joint research projects in the area of doctoral education;
 - b) content-related development of a common curriculum and teaching materials for doctoral students;
 - c) supporting good practices through i.a. study visits and other trips/ arrivals related to the subject matter of the project.
- 6) **activities related to content management of the Project**

¹ The length of support is determined by a multiple of months.

Detailed information on eligible activities and costs related to them is provided in chapter 5.3. of the Regulations.

An Applicant may submit a maximum of 1 application in the call for applications. Applications will be subject to formal and content-related evaluation, and in case of obtaining funding, they will be the subject of the Project Implementation and Funding Agreement. Where more than one application is submitted by one institution, the last application will be submitted for evaluation counted pursuant to the time of its submission in the Agency's ICT system.

2.3. Project implementation deadline

The implementation of a single Project may cover the period from 1 to 36 months², i.e. between 04 January 2021 and 31 December 2023.

2.4. Deadlines and procedure for submitting applications

Call for applications under the STER Programme – Internationalisation of doctoral schools will be conducted until 31 July 2020 at 15:00:00 local time (Warsaw) exclusively in electronic form in the Agency's ICT System.

Late applications will not be accepted.

Sending the application in the Agency's ICT System changes the status of the application to "submitted" and the Applicant will receive an email with the application reference number.

Submission of an application is tantamount to the Applicant's acceptance of the principles set forth in the Regulations of the Programme and appendices thereto.

The Applicant must correctly complete the application form in accordance with the instructions in the Agency's ICT System, which detail the information needed for each required field of the application. Content-related information entered into the Application by the Applicant must be placed in the fields designed for this purpose. Placing the descriptions in other parts than those designed or dividing them between different parts will be a reason to lower the content-related evaluation of the application or not to award points for the relevant content-related evaluation criterion.

The content-related part of the application must be submitted in English only. Documents and certificates of an official nature must be submitted in Polish or English.

² The length of support is determined by a multiple of months.

2.5. Required appendices

The application must be accompanied by the following documents in scanned form:

- 1) the Applicant's registration document if not available in the relevant publicly accessible register, maintained in electronic form;
- 2) power of attorney to represent the Applicant if the application is submitted by a person other than the one resulting from the registration documents – a specimen power of attorney is attached as appendix 1 to these Regulations;

2.6. Persons entitled to submit applications on behalf of the Applicant

The application should be submitted by an authorised person whose scope of representation is derived from the registration documents. If the application is submitted by a person other than the one resulting from the registration documents, the Applicant is obliged to attach a scan of the power of attorney for this person. A person submitting the application means a person to whom an account is assigned in the Agency's ICT System from which the application is submitted.

2.7. Submission of the Application in the System

To submit an application you must:

- 1) register an account in the Agency's ICT System, available on the website: www.nawa.gov.pl
- 2) send by electronic means through the Agency's ICT System the completed application form and the necessary appendices.

Only complete applications that meet all the requirements specified in the call for applications and these Regulations are submitted for consideration. In the event of submission of an incomplete application, the Applicant will be asked to provide the missing information via the Agency's ICT System **within 14 days from the request to do so**. Failure to do so within the time limit will result in the application not being further considered. The application may be amended once in this respect.

An application where the required appendices are missing or whose content is deficient will be considered incomplete.

It is the Applicant's obligation to check whether the action of sending the application has ended correctly.

3. PROCEDURE FOR EVALUATION AND SELECTION

3.1. The process of evaluating applications

Applications are subject to formal and content-related evaluation. Only applications meeting the formal criteria are submitted for content-related evaluation.

3.2. Formal evaluation

The purpose of formal evaluation is to verify the applications to ensure that they fulfil formal criteria specified in these Regulations.

In case of doubts as to the status of the Applicant, the Agency may ask the Applicant for additional documents or explanations. Information about the need to complete the application / provide explanations concerning the application will be sent electronically as a notification from the Agency's ICT System to the Applicant's email address.

The consequence of not maintaining the indicated form of communication may be that the supplements submitted by the Applicant by other means of communication are not taken into account. The Applicant must regularly check correspondence in the Agency's ICT System after submitting the application.

Also, 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 fail to meet the formal requirements specified in the notification of call for applications for participation in the Programme.

An application may be rejected for formal reasons at any stage of the evaluation.

3.3. Content-related evaluation

The content-related evaluation of applications is carried out by the Evaluation Panel. The Panel consists of the Chairperson and the Panel Members, experts in the area covered by the Programme. All applications that have undergone the formal evaluation are submitted to the Panel for evaluation.

During evaluation, an application may score a maximum of 100 points. An application that has a score of less than 60 points as a result of the evaluation will be considered as not meeting the quality requirements, which means a negative content-related evaluation. In such a situation, a proposal cannot receive funding, even with sufficient financial resources in the Programme.

In the event that more than one application receives the same score, the order on the ranking list is decided by the Evaluation Team.

The names of External Experts carrying out content-related evaluation under the Programme are not made available. Each year, the Agency publishes an alphabetical list of External Experts participating in the evaluation of applications in a given calendar year, together for all programmes.

3.4. Criteria for the content-related evaluation

The following criteria are taken into account in the process of evaluation of applications:

No.	Description of criterion	The score of the Evaluation Panel
1.	<p>Organisational potential and experience of the Applicant in the scope of international cooperation (including, among others, implemented research projects as well as projects funded from external and foreign sources, publication achievements, distinctions and awards, modern research methods, intellectual property protection, academic teaching methods, research commercialisation, cooperation between science and business, etc.),</p> <ol style="list-style-type: none"> 1. An Applicant who is among the top ten beneficiaries of the Minister of Science and Higher Education's Programme "Initiative of Excellence – Research University" receives a maximum of 30 points, 20 of which are awarded automatically, 2. An Applicant who is among the second ten beneficiaries of the Minister of Science and Higher Education's Programme "Initiative of Excellence – Research University" receives a maximum of 20 points, 10 of which are awarded automatically, 3. other Applicants receive a maximum of 10 points. 	0-30
2.	<p>Internationalisation of a doctoral school, i.e.</p> <ol style="list-style-type: none"> 1) the presence of foreign doctoral students at the doctoral school as at the date of submitting the application, 2) international experience in running curricula, etc., jointly with foreign institutions; 3) evaluation of the curriculum and form of education taking into account conducting classes in foreign languages, participation of staff and foreign entities in running the curriculum; 	0-20

No.	Description of criterion	The score of the Evaluation Panel
	4) recruitment criteria, education and development conditions oriented at the best candidates; 5) the way doctoral students are evaluated and the incentive system for the best ones, 6) the way doctoral students are supervised by academics.	
3.	Internationalisation project of the doctoral school: 1) international curricula, 2) joint degree programmes, 3) participation in doctoral school networks, 4) acquiring foreign doctoral students, 5) acquiring international staff to conduct educational classes, 6) a programme to develop the internationalisation of doctoral projects and disseminate the results of doctoral research; 7) the organisation of the educational process at the doctoral school in an international setting.	0-40
4.	Project feasibility in terms of tasks, schedule and budget, in particular the validity of costs related to the implementation of planned activities.	0-10
Maximum final score of the application		100

3.5. Ranking list and selection decision

Following the evaluation, the Evaluation Panel prepares a ranking list of applications together with the recommended funding amount and submits it to the Agency Director. The ranking list specifies:

- 1) applications with a positive content-related evaluation;
- 2) applications rejected due to a negative content-related evaluation.

On the basis of the ranking list, the Agency Director makes the decision whether or not to accept for funding the applications submitted under the call. The Agency Director may decide not to grant funding for applications with positive content-related evaluations on the ranking list. This decision to refuse funding may be motivated especially by the following reasons:

- 1) the exhaustion of the funds within the call for applications,
- 2) organisational and legal changes of the Applicant risking the appropriate implementation of the Project;
- 3) Applicant's failure to meet their obligations toward the Agency,
- 4) receiving information by the Agency that affects the process of granting funds for the Project implementation.

The Agency reserves the right not to spend all the funds allocated in the call.

3.6. Publishing information on the results of the call

The Director issues a decision on whether to grant or refuse funding under the Programme. The list of entities to which funding has been granted, including their names, will be published on the Agency's website in the Public Information Bulletin.

3.7. Appeal procedure

Upon receiving notification that their application has not been considered or that the Agency 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.

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.

The application to reconsider the case should be submitted to the Agency Director within 14 days of receipt of the decision or of the notification that the application has not been reconsidered, in writing, to the following address:

Polish National Agency for Academic Exchange NAWA
ul. Polna 40
00-635 Warszawa

or by electronic means to the address of the Agency Electronic Mailbox in the form of an electronic document bearing a qualified electronic signature (either a trusted signature or a personal signature, or authenticated in such a way as to ensure that the origin and integrity of the verified data can be confirmed electronically).

In the event of:

- 1) issuing an order declaring the application to reconsider the case inadmissible,
- 2) the Agency Director issuing a decision refusing to grant funding in the event that the application to reconsider the case is accepted,
- 3) the Agency Director issuing a decision refusing to grant funding or a decision upholding the decision by the Agency Director refusing 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 National Agency for

Academic Exchange NAWA, whose office is located at ul. Polna 40, 00-635 Warszawa, within 30 days from the date of service of this decision or order.

4. AGREEMENT WITH THE APPLICANT

In the decision granting the funds the Agency specifies the activities to be performed by the Applicant and the deadline for their performance, under pain of withdrawal from entering into the Agreement.

The Agreement with the Applicant is entered into on the basis of the final Agency decision to award funds under the Programme, after positive completion of the formal and content-related evaluation procedure of the application. A specimen Agreement is attached as Appendix 2 to the Regulations. The Agency reserves the right to make changes to the Agreement form as part of the changes permitted by these Regulations.

In case of failure to enter into the Agreement by the Applicant selected in the call for applications, funding may be granted to the Applicant which received a positive content-related evaluation, but did not receive funding.

5. FUNDING PRINCIPLES

5.1. Period of eligibility of costs and expenses

The period of eligibility of costs and expenses is defined in the Agreement:

- 1) initial date of eligibility of costs and expenses – the initial date of Project implementation as stated in the Agreement;
- 2) final date of eligibility of costs – the final date of Project implementation as stated in the Agreement;
- 3) final date of eligibility of expenses – it is possible to incur expenses until the date of submitting the final report provided that the expenses relate to the period of Project implementation and are included in the final report.

5.2. Project budget

The maximum amount of funding for the Project from the Polish National Agency for Academic Exchange is **PLN 2,000,000**. The value of the project is increased by the **Applicant's own financial contribution, which may not be lower than 10% of the amount applied for at the Agency**.

The total costs of the Project are only direct eligible costs, indicated by the Applicant in the detailed budget proposal included in the application. The expenses incurred must be directly

related to Project implementation. Costs directly related to Project implementation are those which are associated with content-related tasks, i.e. eligible costs of particular tasks implemented by the Beneficiary under the Project, which are directly associated with these tasks and are necessary for proper Project implementation. The Project will not finance indirect costs, understood as administrative costs of the project, management costs, not related to direct content-related activities planned in the project, e.g. costs of the project coordinator or manager and other personnel involved in the management or settlement of the project, costs of remuneration of persons entitled to represent the unit, whose responsibilities are not assigned exclusively to the project (e.g. unit manager, utility costs).

It is not acceptable to fund the same expenses from two different sources (double funding). If cases of double funding are identified (at each stage of the Project implementation), the Agency will consider these expenses ineligible.

The Beneficiary will be obliged to keep a separate financial and accounting record of funds received for the Project implementation, in accordance with the Accounting Act of 29 September 1994 (i.e. Journal of Laws of 2019, item 351 as amended), in a manner enabling the identification of individual accounting operations.

5.3. Eligible costs

The following eligible costs are included in the Project:

Eligible cost categories	Amount
Costs of activities related to the acquisition of foreign doctoral students	maximum 5% of the total Project value
Payment of Agency scholarships for the best foreign and Polish doctoral students implementing doctoral projects in a joint degree or double degree mode	maximum 55% of the total Project value
Costs of activities related to the support of foreign mobility of the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school	
Costs of internationalisation activities "at home"	maximum 30% of the total Project value

Costs of activities related to the development of international cooperation of doctoral schools	
Costs of content-related Project management	maximum 10% of the total Project value

Eligible cost categories in the Programme are as follows:

- 1) **costs of activities related to the acquisition of foreign doctoral students, including in particular:**
 - a) costs of preparing foreign-language information resources, including, among others, guides for foreigners on doctoral studies in Poland, Polish scientific institutions, everyday life in Poland – addressed to foreign doctoral students;
 - b) costs of adapting the existing websites and creating new websites or IT tools (e.g. virtual university, dedicated applications) to cater for the needs of doctoral students from abroad and costs of information and promotion campaigns in social media;
 - c) costs of meetings and information and promotion activities at home and abroad (participation in fairs, organisation of meetings, conferences and other events, etc.).

Detailed information:

Under the Project, the Applicant may fund activities related to acquiring foreign doctoral students. The Applicant may plan other sample tasks within a given category than those indicated in the Regulations, but the Applicant will be obliged to justify the purposefulness of their selection and adequacy in relation to foreign doctoral students.

- 2) **payment of Agency scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree – payment after the approval of an individual research plan.**

Detailed information:

- a) the doctoral scholarship for the best foreign and Polish doctoral students will be paid on the basis of the regulations, developed by the Applicant, specifying the method of selecting candidates for the scholarship, i.e. the mode, criteria and frequency of evaluation of scientific progress/academic achievements of foreign doctoral students,
- b) the scholarships paid in the Project may fully replace the scholarships for doctoral students referred to in Art. 209 of AHES,

c) the amount of a monthly doctoral scholarship for one doctoral student for the best scientific results/academic achievements may not exceed the amount of PLN 5,000 gross, including related costs associated with the payment of the scholarship by the Applicant, e.g. social insurance contributions, etc.

3) **costs of activities related to the support of foreign mobility of the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school, including in particular:**

- a) funds for accommodation and meals in the amount of PLN 12,000 per month (in the case of trips to OECD countries, as well as cities in non-OECD countries among the first 50 of the MERCER report³) or PLN 8,000 per month in the case of other countries⁴ for a full month of the doctoral student's stay in a foreign host institution, lasting from 1 to 10 months. The Applicant specifies in the application form the length of stay, stating the number of full months (if applicable). In case of incomplete months, i.e. 15 days and less, the Applicant applies half of the monthly rate specified in Table 2. *Costs of living*, which can be found in part 5.6. Flat rates applicable in the Programme, i.e. PLN 8,200 (in the case of trips to OECD countries as well as cities in non-OECD countries among the first 50 of the MERCER report⁵) or PLN 5,600 in the case of other countries⁶. In the case of a trip of more than 15 days, the Applicant applies the full monthly rate specified in Table 2. *Costs of living*,
- b) travel expenses at a flat rate depending on the distance between the place of residence and the host institution, in accordance with Table 1. *Costs of travel, health insurance, civil liability, accident insurance, visa fees or costs related to legalisation of the stay* in part 5.6. Flat rates applicable in the Programme. The allowance is paid to each doctoral student once (1 allowance per 1 trip),
- c) a one-off settlement allowance (e.g. raw materials, semi-finished products, reagents, access to laboratory premises and large research infrastructure not available (difficult to access) in Poland, purchase of access to library collections, a library card, etc.) in the amount of PLN 5,000.

4) **the costs of internationalisation activities "at home" through i.a.:**

³ <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html>

⁴ <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html>

⁵ <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html>

⁶ <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html>

- a) the costs of organising stays for supervisors and assistant supervisors teaching doctoral students or guest lectures delivered in foreign languages, etc.,
 - b) costs of organising training sessions improving the competences of doctoral students and staff participating in the Project,
 - c) costs of organising networking meetings, fairs, conferences, summer and winter schools and other events with the participation of doctoral students.
- 5) **costs of activities related to the development of international cooperation of doctoral schools, including in particular:**
- a) developing applications for project funding and implementing joint research projects in the area of doctoral education,
 - b) content-related development of a common curriculum and teaching materials for doctoral students,
 - c) supporting good practices through i.a. study visits and other trips/ arrivals related to the subject matter of the project.
- 6) **costs of content-related Project handling, including in particular:**
- a) costs of remuneration for persons directly involved in the recruitment of foreign doctoral students in terms of content,
 - b) costs of remuneration for persons directly involved in the preparation of foreign-language information materials,
 - c) costs of remuneration for persons directly involved in the organisation of meetings and information and promotion activities carried out at home and abroad, stays of supervisors and assistant supervisors teaching doctoral students or guest lectures,
 - d) costs of remuneration for persons directly involved in adapting the existing websites and creating new websites or IT tools to cater for the needs of doctoral students from abroad,
 - e) costs of remuneration for persons directly involved in the preparation of the doctoral school's regulations and carrying out the evaluation of the academic progress/academic achievements of doctoral students,
 - f) costs of remuneration for persons directly involved in the organisation of the education process at the doctoral school,
 - g) costs of remuneration for persons directly involved in the preparation of applications for the funding of research projects in the area of doctoral studies,
 - h) costs of remuneration for persons directly involved in the preparation of the joint training programme and teaching materials for doctoral students.

Costs will be considered eligible only if they fulfil the following cumulative conditions:

- 1) they comply with national law, including the principle of competitive expenditure or public procurement law,
- 2) they are actually incurred during the Project implementation period specified in the Agreement,
- 3) they are supported by accounting evidence and shown in the financial and accounting records of the Beneficiary,
- 4) they are shown in the financial part of the partial or final report on the Project implementation,
- 5) they are taken into account during the planning stage of the Project budget,
- 6) they are necessary for Project implementation and are incurred in order to implement the Project,
- 7) they concern activities implemented under the Project,
- 8) they are reasonably calculated based on market prices and comply with the requirements of applicable legislation,
- 9) they are proportionate to the planned activities and necessary for Project implementation,
- 10) they are used exclusively for the implementation of the objective(s) of the Project and its expected result(s) in a manner consistent with the principles of economy, effectiveness and efficiency,
- 11) they only cover VAT in cases where it is not recoverable or deductible under national VAT legislation.

5.4. Ineligible costs

Costs not eligible under the Programme include:

- 1) costs incurred outside the Project implementation period,
- 2) costs not included at the Project budget planning stage,
- 3) costs incurred for activities which have not been implemented in the Project and for which there is no reason to refer to force majeure,
- 4) foreign exchange losses, foreign exchange commissions, interest charges on financial transaction overdrafts,
- 5) the loan and the cost of servicing the loan,
- 6) VAT and other taxes and charges which are recoverable under national law,
- 7) the same costs funded from two different sources (double funding),
- 8) undocumented costs,
- 9) fines, financial penalties, litigation costs, accrued interest,
- 10) administrative costs related to the handling and management of the Project, including office supplies, stationery related to the administrative handling of the Project,
- 11) purchase of fixed assets and intangible assets with a value that prevents them from being classified as one-off costs,

- 12) other costs which are not in line with the catalogue of eligible costs in section 5.3,
- 13) costs of opening and maintaining bank accounts (including costs of transfers from or to the Agency charged by the Beneficiary's bank),
- 14) costs exceeding the maximum amounts indicated in item 5.3. allocated to a given activity,
- 15) costs of employing persons who are employees of the Beneficiary on the basis of job performance contracts;
- 16) costs reduced in the Project budget during the content-related evaluation and indicated in the funding decision issued by the Agency;
- 17) costs of document reproduction services related to the administrative handling of the Project;
- 18) costs of the maintenance staff (HR, financial, administrative, secretarial, office, legal services – including public procurement) for the operation of the unit,

In the case of placing in the budget of the application for funding the aforementioned costs, which fall into the category of indirect costs, such budget items will constitute ineligible costs and will not be recognised at the stage of content-related evaluation as well as at the stage of Project implementation.

Agency funding may not be used to generate profit. Projects may not be commercial in nature.

The expenses considered ineligible by the Agency and related to Project implementation will be borne by the Beneficiary.

5.5. Expenses actually incurred

The expense actually incurred is considered to be the expense incurred in the cash sense, i.e. the disbursement of cash from the Beneficiary's cash register or bank account.

The date of the expense will be taken as follows:

- 1) in the case of payments made by bank transfer: the date of debiting the Beneficiary's account,
- 2) in the case of payments made in cash: the date on which the expense was actually incurred,

for credit card payments: the date of the transaction resulting in the debiting of the credit card account.

5.6. Flat rates applicable in the Programme

Tab. 1 - *Costs of travel, health insurance, civil liability, accident insurance, visa fees or costs related to legalisation of the stay*

Distance in a straight line between the participant's place of residence and the place of stay (in km):	Flat rate per person:
under 500	PLN 1,000.00
500 - 999	PLN 2,000.00
1,000 - 2,999	PLN 3,000.00
3,000 - 6,000	PLN 4,000.00
over 6,000	PLN 5,000.00

Tab. 2 - Costs of living

The amount of the scholarship for accommodation and meals for a full month of the doctoral student's stay in a foreign host institution, lasting from 1 to 10 months, is PLN 12,000 per month (in case of travelling to OECD countries as well as cities from non-OECD countries among the first 50 countries of the MERCER⁷ report) or PLN 8,000 per month in case of other countries⁸. The Applicant specifies in the application form the length of stay, stating the number of months of stay (if applicable). In case of incomplete months, i.e. 15 days and less, the Applicant applies half of the monthly rate specified in Table 2. Costs of living, i.e. PLN 8,200 (in the case of trips to OECD countries as well as cities in non-OECD countries among the first 50 countries of the MERCER report⁹) or PLN 5,600 in the case of other countries¹⁰. In the case of a trip of more than 15 days, the Applicant applies the full monthly rate specified in Table 2. Costs of living.

Number of days of stay ¹¹	For departure from/arrival at OECD countries as well as cities from non-OECD countries among the first 50 countries of the MERCER report ¹²	In the case of other countries
15 days and less	PLN 8,200.00	PLN 5,600.00
above 15 days	PLN 12,000.00	PLN 8,000.00

5.7. Payment execution rules

Payments related to the Project are made by the Agency on the basis of a payment schedule, included in the Project Funding Agreement and updated in partial reports.

The Agency reserves the right to make at least 3 payments, including:

⁷ <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html>

⁸ <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html>

⁹ <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html>

¹⁰ <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html>

¹¹ The number of days of stay should be calculated as follows: number of days of the trip in which the participant participates + maximum 2 days (1 day to reach the host institution and 1 day for return)

¹² <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html>

- 1) **Prepayment** – in the amount of 40% of the Project costs, transferred to the Beneficiary's bank account indicated in the Agreement within 21 working days from the date of signing the Agreement,
- 2) **Partial payments** – in the amount not higher than 25% of the Project value, paid on the condition that at least 70% of the tranches received so far are settled by the Beneficiary and transferred to the Beneficiary's bank account indicated in the Agreement within 30 working days from the date of approval of the periodic partial reports,
- 3) **Balancing payment** – up to 10% of the total funding amount, transferred to the Beneficiary's bank account indicated in the Agreement within 30 working days from the date of acceptance of the final report.

The Agency reserves the right to change the payment date. This change will depend on the availability of resources to fund the projects.

5.8. Documentation of expenses

All expenses incurred under the Project must be documented. Documents confirming the expenses incurred by the Beneficiary are in particular invoices or other accounting documents of equivalent evidence value together with the payment confirmations.

Accounting documents documenting Project costs/expenses must indicate a clear link with the Project. The description of the document should include at least:

- 1) title of the Project and number of the Agreement,
- 2) the amount of eligible expenses covered by a given document,
- 3) the purpose of the expense,
- 4) Project budget item number,
- 5) the date of payment.

The description should be made on the original accounting document or permanently attached to it. A specimen of a sample description of the accounting document will be made available to the Beneficiaries after the Agreement is signed.

In the case of documents drawn up in a foreign language, a rough translation of a given document into Polish should be attached with the signature of the person making the translation.

Moreover, the usual accounting practice and internal control procedures applied by the Beneficiary must ensure that the amounts declared can be directly reconciled with the amounts appearing in the Beneficiary's accounting statements and with the amounts indicated in the confirmation documents.

Expenses under the Project (public funds), in accordance with generally applicable regulations, must be incurred in a competitive manner. It is the responsibility of the Beneficiary to ensure competitive spending of funds under the Project by applying the procedure compliant with the provisions of the Act of 29 January 2004 – Public Procurement Law (i.e. Journal of Laws of 2019, item 1843), regardless of whether the Applicant is exempt from the application of the aforesaid act.

5.9. Storage of documents

Project documents and accounting records related to Project implementation must be kept at the headquarters of the Beneficiary for 5 years from the date of completing Project implementation. If it is necessary to extend this deadline, the Agency will immediately inform the Beneficiary about this fact. Any evidence of costs incurred by the Beneficiary under the Project must be made available to the Agency or other authorised bodies for control or audit purposes.

5.10. Value Added Tax (VAT)

Expenses under the Project may include the cost of Value Added Tax (VAT). These expenses will be considered eligible only if the Applicant is not legally able to recover them.

Paid VAT is considered eligible expense only if the Applicant is not entitled to claim a refund of VAT or a reduction in the amount of output tax by the amount of input tax according to the applicable law.

If the Applicant has the aforementioned right, it is impossible to consider the expenditure eligible.

5.11. State aid

The Agency does not grant state aid or *de minimis* aid. The applicant is obliged to submit a declaration of no state aid in the application.

5.12. Accounts and interest

For the needs of Project implementation, the Beneficiary is obliged to open a separate bank account, dedicated exclusively to Agency funding.

Interest accrued on the bank account will be reimbursed in full to the Agency at the latest until 15 December each year as at 30 November, to the bank account indicated by the Agency unless separate provisions specify otherwise. If the bank account for the implementation of projects

funded by the Agency is no longer used, the reimbursement takes place after the completion of the last of the projects implemented. The date of interest reimbursement will be the moment of crediting the Agency account.

The Beneficiary undertakes to inform the Agency, upon its request and within the deadline set by the Agency, about the amount of funds remaining on the Beneficiary's account as at 31 December of a given calendar year.

6. REPORTING

The Beneficiary is responsible for timely submission of partial reports and the final report to the Agency.

Partial reports and the final report will be submitted in electronic form via the Agency's ICT System, using electronic forms prepared and made available by the Agency, unless the Agency indicates another form of submitting reports.

The reports may include costs that have been paid, and the Beneficiary has adequate accounting evidence. If the document has been paid in parts, only the part that has been paid should be shown in the report and the Beneficiary must have the relevant accounting evidence. The report should indicate all dates of payment (in part or in whole) for a given document. All amounts given in financial reports on Project implementation must be expressed in PLN currency.

A properly prepared report is subject to verification by the Agency and approval for compliance of Project implementation with the Agreement. The Agency may decide to have the report evaluated by External Experts appointed by the Agency Director.

6.1. Partial report

The Beneficiary is obliged to submit the first partial report after 12 months from the beginning of the Project implementation.

Subsequent partial reports (if applicable) will be submitted by the Beneficiary in periods of maximum 12 months, as specified in the Agreement.

In particularly justified cases, e.g. when 70% of the received funds are not settled by the Beneficiary in the partial report or when 70% of the received funds are settled earlier by the Beneficiary, at the request of the Beneficiary, it is possible to submit an additional partial report.

The partial Report consists of:

- 1) the content-related part, including a description of the progress of the ongoing work envisaged in the application;

- 2) the financial part, including the statement of incurred expenses and financial progress of the Project.

A specimen of the partial report is attached to the Agreement.

The partial report will not be accompanied by source documents evidencing the expenses incurred. At the request of the Agency, the Beneficiary is obliged to provide all required documents.

The partial report will be submitted within 10 working days of the end of the reporting period to which it relates.

A properly prepared report is subject to verification by the Agency and approval for compliance of Project implementation with the Agreement. The Agency may decide to have the report evaluated by external experts appointed by the Agency Director.

6.2. Final report

The Beneficiary is obliged to submit the final report on the course of Project implementation, covering the whole period of Project implementation indicated in the Agreement. In particularly justified cases, at the request of the Beneficiary, it is possible to submit the final report earlier provided that the Project is completed.

The final report consists of:

- 1) the content-related part, including a description of the completed work envisaged in the application;
- 2) the financial part, including the statement of incurred expenses and financial progress of the Project.

A specimen of the final report is attached to the Agreement.

The final report is submitted within 30 days from the end of the Project implementation period.

The final report will not be accompanied by source documents evidencing the expenses incurred. At the request of the Agency, the Beneficiary is obliged to provide the required documents.

At the end of Project implementation, the Applicant is obliged to achieve all the indicators shown below:

- a) the number of supervisors from abroad at the doctoral school covered by the Project must increase by at least 30% in relation to the number of supervisors from abroad at the doctoral school on the application date,
- b) the number of doctoral students who completed scientific internships in foreign research institutions during the Project implementation must increase by at least 40% in relation to the number of doctoral students participating in the internships on the application date,
- c) the number of all doctoral projects of international character, i.e. implemented in cooperation with foreign institutions, must increase by at least 30% in relation to the number of such projects at the doctoral school on the application date,
- d) at the end of Project implementation, the Applicant must demonstrate an increase in the number of foreign doctoral students by at least 10% in relation to the number of foreign doctoral students on the application date (the value of 10% will be calculated on the basis of the number of foreign doctoral students rounded up, i.e. to a full person).

The failure to approve the final report results in a failure to make the final payment, i.e. the balancing payment of up to 10% of the total funding. Furthermore, in the event of failure to comply with this condition, the Agency Director may decide to demand repayment in part or in whole of the funding granted.

The suspension of payment of the balancing payment is independent of the provisions on suspension of funding contained in the Agreement.

6.3. Verification of Beneficiary's reports

All communication concerning the Beneficiary's reports will be made via the Agency's ICT System or by email.

The Agency verifies the final report and accepts it or makes comments to it via the Agency's ICT System; the Beneficiary must respond to the comments by correcting the report's entries within the deadline indicated by the Agency.

If explanations or corrections to subsequent versions of the submitted report are necessary, the comment procedure may be repeated three times.

In the absence of a response from the Beneficiary within the deadline set by the Agency, or in the event that, despite the comments being submitted by the Agency three times, the Beneficiary's report does not meet the requirements of the Agency and cannot be approved, the Agency may decide to consider the Agreement as not having been performed in full or in part and to demand repayment of the funds in full or in part, respectively.

During the verification of the Beneficiary's report, the Agency may request that additional documents related to Project implementation be submitted for in-depth control, in particular those related to the conducted proceedings for the purchase of goods and services, or financial documents.

7. CONTROL OF THE PROJECTS

Each of the Beneficiaries of the Agency programmes may be subject to checks and audits. Checks and audits are aimed at verifying whether the management of the funding received by the Beneficiary is correct and compliant with the provisions of the Agreement and determining the final amount of the allocated funds to which the Beneficiary is entitled and, in the event of irregularities, the right to demand the return of the funds incorrectly spent (also by means of a statement of deduction if this is permitted under the relevant provisions).

Furthermore, the Agency may carry out an interim or final evaluation of the impact of the Project in order to determine to what extent the implementation of specific activities has contributed to the achievement of the Project's objective.

The control of the final report will be carried out for all Projects. Partial reports may also be subject to control.

Additionally, each of the Projects may be subject to a further document control "from behind the desk" or in form of an on-site inspection - at the Beneficiary's seat, if the Agreement was included in the statistical sample used for the control required by the Agency or if the Agency selected it for a target document control in connection with its risk assessment policy.

For the purpose of controlling the final or partial report, for the purpose of controlling documents "from behind the desk", the Beneficiary must provide the Agency with copies of the documents proving the spending of the allocated funds (for categories settled on the basis of actual costs) unless the Agency requests the provision of original documents. After the analysis of the documents, the Agency will return the original documents to the Beneficiary. If the Beneficiary is not entitled to send original documents in accordance with the provisions of law, they may send copies of proving documents.

The Beneficiary must bear in mind that, during each control, the Agency may additionally request the provision of proving documents or evidence stipulated for another type of control.

Individual controls will include the following elements:

- 1) Control of the report

The control of the report (content-based and financial control) takes place after its submission with the Agency through the Agency's ICT system. The control of the final report is additionally aimed at determining the final amount of funding to which the Beneficiary will be entitled.

2) Control of documents "from behind the desk"

The control of documents "from behind the desk" is an in-depth control of additional proving documents, carried out at the Agency's seat. At the request of the Agency, the Beneficiary must provide additional proving documents relating to the budget categories concerned.

3) Controls at the Beneficiary's seat

The Agency carries out such controls at the Beneficiary's seat or in any other place related to the Project implementation. During the control, the Beneficiary must make available to the Agency for verification the original proving documents provided for the purposes of the final or partial reports control and "from behind the desk" control.

There are two types of control at the Project implementation site:

1) Control at the Beneficiary's seat during the Project implementation

Such a control is carried out during the implementation of the Project so that the Agency can directly verify the feasibility and eligibility of all activities.

2) Control at the Beneficiary's seat after the Project completion

Such a control is carried out after the completion of the Project and usually after the control of the final report.

Apart from presenting all proving documents, the Beneficiary must provide the Agency with access to the Project's cost register contained in the Beneficiary's accounts.

The Agency also reserves the right to carry out a special control in any of the above mentioned manners. Special control means carrying out an ad-hoc control in case of serious reservations concerning the carrying out of the Project or in case of becoming aware about irregularities occurring during the Project implementation.

The Beneficiary may be subject to checks and audits by administrative authorities.

As a result of a check or audit, the Beneficiary may be requested to carry out specific actions aimed at restoring the state ensuring proper implementation of the Project within the time limit specified by the Agency.

The Agency supervises the proper implementation of the Agreement. The supervision covers in particular:

- 1) supervision on an ad-hoc basis, in particular the right of the Agency to request explanations, information and all documentation related to the Project from the Beneficiary within the time limit specified by NAWA;
- 2) evaluation of reports,
- 3) the right of the Agency Director to suspend the funding of the Project;
- 4) the right of the Agency Director to terminate the Agreement with immediate effect.

8. SUSPENSION OF THE FUNDING AND TERMINATION OF THE AGREEMENT

8.1. Suspension of the Funding

The Agency Director may suspend the funding of the Project (until doubts in this respect are clarified) in case of irregularities in its implementation, failure to submit a partial or final report, spending of the funds not in accordance with the Agreement, failure to provide documents requested by the Agency, provide explanations or failure to submit to control activities within the time limit specified by the Agency.

If the explanations are considered or if the breaches of the Agreement identified by the Agency are stopped, the Director of the Agency resumes the funding of the Project and informs the Beneficiary about it via the Agency's ICT system.

8.2. Termination of the Agreement and Return of the Funds

The Agreement may be terminated by the Agency with immediate effect in the cases provided for in the Agreement, in particular where the following conditions apply:

- 1) a gross breach of the provisions of the Agreement,
- 2) failure to submit the report(s) within the specified time limit,
- 3) failure to remedy the irregularities identified by the control within the specified time limit,
- 4) Beneficiary's delay in the Project implementation,
- 5) inclusion by the Beneficiary of false information or false statement in the application or reports.

In case of termination of the Agreement by the Agency with immediate effect, the Beneficiary is obliged to return all or part of the funds received together with interest, taking into account the submitted final report.

9. EVALUATION

The Beneficiary is obliged to participate in the evaluation of the Programme conducted by the Agency. Participation in the evaluation includes:

- 1) completion of the evaluation questionnaire made available online by the Agency within 30 days from the date of the completion of the Project; the list of questions included in the questionnaire constitutes an appendix to the Agreement,
- 2) participation in separate evaluations conducted at the commission or at the consent of the Agency.

The Agency guarantees full confidentiality of opinions and information provided in the course of the Programme evaluation and guarantees that the data obtained from the Beneficiary in the course of the evaluation will not affect the conditions of payment of the allocated funds.

The Beneficiary is also obliged to participate in evaluation studies conducted by the Ministry of Science and Higher Education on the principles defined by the Ministry of Science and Higher Education.

10. INFORMATION AND PROMOTION

The Beneficiary is obliged to mark all prepared materials and documents related to Project implementation, which are made available to the public, with the Agency logo available for download from the website **www.nawa.gov.pl**

At the request of the Agency, the Beneficiary will be obliged to conclude a separate agreement on the transfer of author's economic rights, including the exclusive right to grant permits for the performance of the derivative copyright to the works created within the Project. Detailed rules are set out in the Agreement.

11. PERSONAL DATA PROTECTION

Personal data of External Experts and representatives of Beneficiaries and Applicants will be used in accordance with these Regulations for the following purpose:

- 1) to complete the call for applications and evaluation of applications procedures under the Programme,
- 2) to identify the applications that will receive funding,

- 3) to implement concluded agreements concerning the implementation of the Project,
- 4) cooperation of the Agency with the participants of the Project after the completion of their implementation, including cooperation for evaluation, control and monitoring of the Programme.

The Controller of personal data is the Agency.

Personal data of the above-mentioned persons may be transferred to the Agency, persons preparing recommendations, External Experts cooperating with the Agency or representatives of Applicants/Beneficiaries in connection with the implementation of the purposes mentioned above.

The legal basis for transferring personal data is Article 6(1)(b)(e) of the General Data Protection Regulation (GDPR). The provision of data is voluntary, but necessary for participation in the implementation of the Project or Programme. Refusal to provide data means that the particular individual cannot participate in the implementation of the Project or Programme.

Each data subject is entitled to lodge the following applications:

- 1) to request access to their personal data,
- 2) to rectify, erase or restrict the use of their personal data,
- 3) objections to the use of their personal data;

- on the terms and conditions stipulated in the GDPR.

Personal data of the above mentioned individuals, involved in the implementation of the Project, will be used at the stage of application consideration, and for the period necessary for archival purposes, indicated in the office instruction.

Personal data of individuals whose applications have not been successfully considered will be kept for the duration of the applications consideration or until they are deleted from the Agency's ICT System through which the applications were sent by the applicants.

Data will not be used for decisions based solely on automated processing of personal data, including profiling as defined in Article 22 of the GDPR.

Moreover, each individual 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 inspector: Adam Klimowski, odo@nawa.gov.pl

12. EXAMINATION OF THE FINANCIAL CAPACITY OF THE APPLICANT

The Agency reserves the right to carry out an examination of the financial capacity of the Applicant.

The verification of financial capacity applies to non-public bodies which, during the financial year in question, request more than EUR 100,000.00 of funding from the Polish National Agency for Academic Exchange.

Financial capacity means that the Applicant has stable and sufficient sources of funding to maintain their activity during the Project implementation period or in the year for which the funding has been granted and to participate in the funding of the Project. The result of the examination determines the signing of the Agreement.

On the basis of a decision of the Agency Director, the Agency may waive the examination of the financial capacity of the Applicant.

In the case of applications for funding below EUR 100,000.00, Applicants must provide a statement that they have the financial capacity to implement a given Project. The statement in question forms a part of the Application form.

An Applicant applying for funding above EUR 100,000.00 is required to submit, at the request of the Polish National Agency for Academic Exchange, a full version of the financial statement of their activity, including in particular the balance sheet and the profit and loss account of the Applicant for the period covering the last financial year for which the accounts have been closed.

Entities that are not able to provide the documents listed above because they are newly established entities may provide a financial statement or a statement on holding an insurance policy stating the risk taken by the Applicant in the course of their business instead of the documents listed above.

If, after the examination of these documents, the Agency considers that the financial capacity has not been confirmed or is insufficient, it may carry out the following actions:

- 1) ask for the provision of further information,
- 2) propose entering into of the Agreement or issue a decision concerning granting of the funding with advance payments covered by the financial security,
- 3) propose entering into of the Agreement or issue a decision concerning granting of the funding without advance payments or with limited advance payments,
- 4) propose entering into of the Agreement or issue a decision concerning granting of the funding with advance payments paid in several instalments,
- 5) reject the application.

13. AMENDMENTS TO THE PROGRAMME REGULATIONS

The Agency reserves the right to introduce amendments to these Regulations, excluding amendments resulting in unequal treatment of Applicants unless the necessity to introduce such amendments results from the provisions of generally applicable law. The introduced amendments are effective from the moment of their publication, made in a manner analogous to the announcement of the recruitment. Applications submitted prior to the publication of amendments to the Regulations require to be re-submitted by the Applicant if their provisions are inconsistent with the introduced amendments. The Agency will notify all Applicants who have submitted applications before the publication of amendments to the Regulations by sending information via the Agency's Information and Communication System. At the same time, the Agency reserves the right to introduce corrective changes to the Regulations, which are of an orderly, precise nature, as well as to correct obvious mistakes, without separate information about the introduced changes, subject to the publication of the modified content of the Regulations, which is also the moment from which they become effective.

The Agency reserves the right to cancel the recruitment, in particular in the event of significant changes in the provisions of law affecting the conditions of the recruitment, force majeure events or in other justified cases.

All information necessary for the proper conduct of the recruitment process is published by the Agency on the website www.nawa.gov.pl

It is recommended that those interested in applying for funds under this recruitment should read the information provided on the above mentioned website on an on-going basis, where all relevant information is published.

14. CONTACT WITH THE AGENCY

The contact person for Programme matters is:

Bożena Kurek

bozena.kurek@nawa.gov.pl

tel. + 48 22 390 35 63

15. APPENDICES

- 1) Appendix 1 - Power of Attorney Form
- 2) Appendix 2 - Project Implementation Agreement Form