



NARODOWA AGENCJA
WYMIANY AKADEMICKIEJ

POLONISTA
Scholarship and fellowship programme
2020

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1. GENERAL INFORMATION ABOUT THE PROGRAMME

1.1. Basic terms and abbreviations

NAWA, Agency – Polish National Agency for Academic Exchange;

Applicant – person submitting application for participation in the Programme;

Programme – POLONISTA - Scholarship and fellowship Programme for students and scientists;

Scholarship Holder – Applicant who has been granted funds under the Programme;

Student – Scholarship Holder realizing part of studies (one or two semesters) or full first or second cycle studies under the Programme;

Scientist - Scholarship Holder carrying out scientific research at Polish universities and scientific institutions under the Programme;

Home university - academic centre at which Student is studying (Applicant);

Host university - university in Poland at which the Student (Scholarship Holder) will study;

Host centre - institution of Polish science and higher education system in which the Scientist will implement the research project;

Reviewer - external expert conducting individual substantive assessment of applications submitted by Scientists under the call for proposals under the Programme;

PNAAE - the Act of July 7, 2017 on the Polish National Agency for Academic Exchange (i.e., Journal of Laws of 2019, item 1582, as amended);

Agency's ICT System - NAWA teleinformatic system referred to in art. 14 of PNAAE;

PLLO - Polish Literature and Language Olympiad outside Poland.

1.2. Objectives of the Programme

The objective of the Programme is to promote Polish language in the world by enabling foreigners interested in Polish language and Polish culture to study or carry out research projects in Poland. The Programme is addressed to students of Polish philology, Polish studies or Polish Programmes implemented among others as part of Slavic studies (in the field of Polish language, Polish culture and knowledge about Poland) as well as to scientists from foreign universities and scientific institutions.

Scientists

Under the Programme, Scientists from foreign academic and research centres may realize at Polish universities and scientific institutions research projects lasting from 3 to 12 months the purpose of which is, among others, conducting scientific research (including in cooperation with Polish scientists), obtaining materials for research or scientific publications, postdoctoral internship, conducting classes at the Host centre, intensive learning of Polish language.

During the recruitment proceedings, the Applicants have to submit the invitation from the Host Centre confirming its readiness to host NAWA Scholarship Holder.

Students

During the stay at a Polish university, NAWA Scholarship Holders may develop their interest in Polish matters by participating in lectures and classes in accordance with the program of selected studies, conducting research, carrying out scientific projects, collecting materials for their thesis or

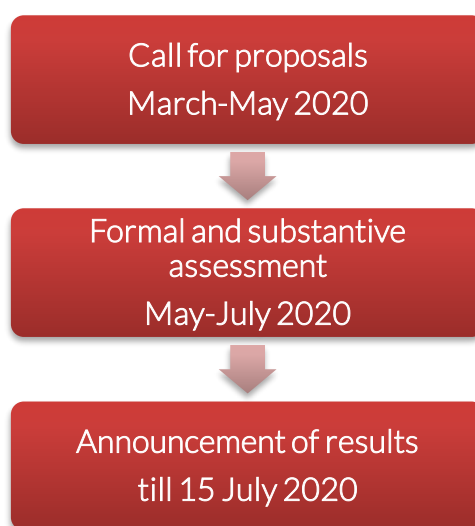
scientific work, improving the command of Polish language as well as using resources of libraries, universities and archives.

As part of the Programme, partial studies (one or two semesters) or full second cycle studies may be implemented. Applicants shall choose by themselves the university at which they plan to study. The field of studies chosen by the Applicant should be consistent with the program of studies carried out at the Home university. The Applicant has to obtain the consent of the Host university to undertake studies, and in the case of candidates for full studies – has to successfully complete the recruitment procedure at the selected university.

The laureates of Polish Literature and Language Olympiad organized outside of Poland, who may receive NAWA scholarship for the period of Polish philology studies, first or second cycle studies at selected public university in Poland, are also eligible to participate in the Programme.

The language of instruction shall be Polish.

1.3. Programme schedule



2. APPLICATION PROCEDURE

2.1. Eligible applicants

Applicants who meet the following criteria shall be entitled to apply for the scholarship of the Polish National Agency for Academic Exchange:

- 1) **Students (candidates for one-semester or two-semester studies):**
 - a) are students of Polish philology, Polish studies or Polish programs implemented among others as part of Slavic studies - first and second cycle studies in foreign academic centres, and they have completed at least one year of studies at the time of submitting their application,
 - b) are foreigners (they do not have Polish citizenship and have not applied for Polish citizenship) and do not study in Poland in the 2019/2020 academic year,
 - c) have command of Polish language at least at B1 level (according to the Common European Framework of Reference for Languages),
 - d) obtained the consent of the Home university for studies in Poland,

- e) obtained the consent of the selected Polish university to complete one or two semesters of studies

or

2) **Students (candidates for full second-cycle studies):**

- a) are students of the final year of first-cycle Polish philology or Polish studies or Polish programs implemented among others as part of Slavic studies at a foreign university or completed such studies (not earlier than in 2018),
- b) are not second-cycle students at the time of applying for participation in the Programme and have not previously obtained the studies graduation diploma (second-cycle or uniform master's studies),
- c) are foreigners (they do not have Polish citizenship and have not applied for Polish citizenship) **and do not study in Poland in the 2019/2020 academic year,**
- d) have command of Polish language at least at B1 level (according to the Common European Framework of Reference for Languages)

or

3) **Finalists of PLLO (candidates for full first-cycle studies):**

- a) obtained the title of laureate or finalist of PLLO in the current school year or within the two years preceding the year of submission of the application under the Programme,
- b) are foreigners (they do not have Polish citizenship and have not applied for Polish citizenship),
- c) plan to complete full first-cycle studies at a selected university in Poland

or

4) **Finalists of PLLO (candidates for full second-cycle studies):**

- a) obtained the title of laureate or finalist of PLLO,
- b) are students of the final year of first cycle Polish philology studies in Poland,
- c) are foreigners (they do not have Polish citizenship and have not applied for Polish citizenship),
- d) plan to complete full second-cycle studies at a selected university in Poland

or

5) **Scientists (planning to carry out scientific research):**

- a) are scientists whose subject of research is Polish language, literature, culture or history,
- b) have at least doctoral degree,
- c) are employed at a foreign university or at a foreign scientific/research centre,
- d) are foreigners (they do not have Polish citizenship and have not applied for Polish citizenship),
- e) have the invitation from the Host centre, which is an institution of the Polish science and higher education system belonging to one of the following categories:
- universities, referred to in art. 7 item 1 point 1 of the act of 2 July 20, 2018 the Higher Education and Science Law (Journal of Laws of 2018, item 1668, as amended);

- scientific institutes of the Polish Academy of Sciences, operating on the basis of the Act of April 30, 2010 on the Polish Academy of Sciences (Journal of Laws of 2018, item 1475, as amended);
 - research institutes, operating on the basis of the Act of April 30, 2010 on research institutes (Journal of Laws of 2018, item 736, as amended);
 - Polish Academy of Arts and Sciences,
- f) can demonstrate at least one of the following achievements:
- authorship or co-authorship of a scientific article published in the last 5 years (counted from the beginning of 2015) in a renowned international scientific journal,
 - authorship or co-authorship of a scientific article published in the last 5 years (counted from the beginning of 2015) in reviewed materials from an international conference,
 - authorship or co-authorship of a scientific monograph or a chapter in a scientific monograph issued in the last 10 years (counted from the beginning of 2010).

2.2. Application procedure

1. The call for proposals under the Programme shall be conducted until **April 30, 2020 until 3:00:00 PM current local time in Poland - Warsaw** only in electronic form in the Agency's ICT System, available via the website www.nawa.gov.pl. Submission of the application after the abovementioned deadline shall not be possible. Sending the application in the system will change the status of the application to "submitted", and the Applicant shall receive the e-mail with the reference number of the application.
2. Submission of the application to the Programme shall mean the acceptance of the Programme Regulations.
3. Only complete applications shall be considered. The application has to contain all required annexes.
4. Applicant may submit only one application. If more than one application is submitted, only the first one will be subject to assessment and the remaining applications will not be considered.
5. Applicants applying for the scholarship for full first or second degree studies shall take part in the recruitment process for studies at the university of their choice. Universities in Poland use the system of electronic registration of candidates. Applicants for taking up studies as Scholarship Holders should register in the university's online systems within the time limits required by the university from foreigners. Universities shall make the final decisions on the admission of Applicants to the studies. NAWA shall not refund registration fees.

2.3. List of annexes to the application

NOTE! Annexes in a language other than Polish have to be translated into Polish or English (a sworn translation or a translation certified by a Polish diplomatic mission, Home university, Host university or Host centre shall be allowed).

Applicants are requested to cover the photographs before enclosing the scan of a required annexe and not to provide a visible photo (the image in the form of a photo constitutes a redundant data).

Attaching a document without covered photo will be treated as consenting to personal data processing in this respect and to storing the photo in the NAWA database.

The following documents have to be attached to the application:

1. Students of foreign universities applying for scholarship for one-semester or two-semester studies:

- 1) cover letter in Polish, including, among others, description of interests, justification for the choice of the Host university in Poland, description of the expected impact of the stay in Poland on further academic development,
- 2) program of studies in Poland accepted (stamp and signature of the authorized person) by the Host university (the program should be prepared in consultation with the tutors from the Home and Host universities and should take into account the individual needs of the Applicant),
- 3) consent of the Home university for studies in Poland,
- 4) certificate from the Home university confirming the status of a student issued not earlier than 30 days before the date of submitting the application,
- 5) academic transcript (list of grades) from the last completed academic year,
- 6) the opinion of an academic teacher (mentor/supervisor) from the Home university (maximum 2 documents),
- 7) certificate from the Host university (Annex 1), containing:
 - a) consent to take up one-semester or two-semester studies,
 - b) point grade of the Applicant' learning outcomes,
 - c) assessment of the level of language proficiency,
 - d) full name of the mentor from the Host University,
- 8) scan of a document confirming citizenship, e.g. a passport,
- 9) documents confirming the Applicant's special achievements (optional annexes).

2. Students or graduates of first cycle studies at foreign universities applying for the scholarship for full second cycle studies:

- 1) certificate from the university confirming the status of a student (the certificate should contain information about the planned date of graduation and information on the results of the first-cycle studies according to the following scale: excellent, very good, good, medium, unsatisfactory) or a first-cycle studies diploma (together with supplement),
- 2) cover letter in Polish, including description of interests, justification for the selection of the academic centre in Poland, description of the subject matter of the planned Master's thesis, description of the expected impact of studying in Poland on further academic/scientific/professional development,
- 3) opinion of an academic teacher (mentor/supervisor) from the Home university (maximum 2 documents),
- 4) scan of a document confirming citizenship, e.g. a passport,
- 5) documents confirming the Applicant's special achievements (optional annexes).

3. Laureates and finalists of PLLO applying for the scholarship for full first-cycle studies:

- 1) certificate confirming the title of laureate or finalist issued by the PLLO Committee,
- 2) certificate of the PLLO Committee containing information on the number of points obtained in the PLLO final*,
- 3) recommendation of a teacher preparing to PLLO for taking up Polish philology studies in Poland,
- 4) scan of a document confirming citizenship, e.g. a passport,
- 5) documents confirming the Applicant's special achievements (optional annexes).

* finalists of PLLO 2020 submit a certificate containing information about the place they took during the II stage of PLLO

4. Laureates and finalists of PLLO being students of the final year of first cycle Polish philology studies in Poland and applying for the scholarship for second cycle studies:

- 1) certificate confirming the title of laureate or finalist issued by the PLLO Committee,
- 2) certificate of the PLLO Committee containing information on the number of points obtained in the PLLO final,
- 3) certificate from the university confirming the status of a student with information on the average grades obtained in the course of studies (completed semesters),
- 4) document confirming citizenship, e.g. a passport,
- 5) documents confirming the Applicant's special achievements (optional annexes).

5. Scientists planning to carry out scientific research:

1. the Applicant's scientific biography with a maximum of 5 pages (page size - A4, font size at least 11 points, including:
 - a) education, course of studies/academic and scientific career, taking into account the Applicant's subsequent places of employment,
 - b) information on internships, prizes, memberships in scientific societies and organizations as well as other important achievements,
 - c) information on completed and ongoing research projects, highlighting international projects,
2. scan of the doctoral diploma or confirmation of obtaining doctoral degree together with its officially certified translation into English, if the language of the original is a language other than English or Latin,
3. scan of confirmation of employment at a foreign university or foreign scientific/research centre issued not earlier than 3 months before the date of the end of recruitment proceedings to the Programme,
4. list of publications including up to 10 of the most important papers published or accepted for printing over the last 10 years (counted from the beginning of 2010),
5. scans of two publications selected by the Applicant, whereas in the case of monographs - a file containing information about its review, title page, editorial page, table of contents and selection of fragments containing the most important theses of the author should be attached,
6. scan of the invitation from the Host Centre confirming the will to admit NAWA Scholarship Holder for the requested period. The invitation should be issued not earlier than 3 months before the end of the recruitment process and signed by substantive mentor or other person holding managerial function at the Host Centre.

The invitation should contain the following information: Applicant's data, contact details of the Host Centre, data of the organizational unit in which the project is planned to be carried out, data of the substantive mentor, period of stay, indicative activity plan and scope of support of the Host Centre,

7. scan of a document confirming citizenship, e.g. a passport.

3. APPLICATIONS ASSESSMENT PROCESS

Applications are subject to formal and substantive assessment.

3.1. Formal assessment

The purpose of the formal assessment is to verify the application in terms of compliance with the formal criteria set out in these Regulations. If an incomplete application is submitted, the Applicant will be requested to correct the deficiencies within 14 days from the date of receipt of the request, with the instruction that failure to comply with the request will result in the application not being considered. In this case, it is possible to correct the application once, within the time limit and to the extent indicated in the notification sent in the Agency's ICT System to the Applicant's email address. If the application is not corrected or is unduly corrected, it will be left without consideration.

The form of communication shall be correspondence carried out through the Agency's ICT System. The following applications shall not be considered:

- 1) submitted after the deadline specified in the announcement of the call for proposals,
- 2) not meeting the formal requirements set out in the Regulations,
- 3) if more than one application is submitted by the same Applicant.

Applicants will be informed via the Agency's ICT System about the result of the formal assessment. If the Application is left without consideration, the Applicant may submit the request for reconsideration of the case, pursuant to art. 25 item 2 of PNAAE.

3.2. Substantial assessment

Only applications which successfully pass the formal assessment shall be admitted to the substantive assessment stage. Substantive assessment will be carried out by the Assessment Team based on the application form and required annexes.

During the substantive assessment, the Applicant may obtain 0 to 100 points.

The following criteria shall be taken into account when assessing the applications of **students applying for one-semester or two-semester scholarship in Poland**:

	Criterion	number of points possible to obtain
1.	Objectives set by the Applicant and methods of their implementation, including:	0-50

	<ul style="list-style-type: none"> – substantive consistency of the program of studies in Poland, – justification of the choice of the Host university, – expected impact of studies in Poland on further academic development 	
2.	Opinion of an academic teacher (mentor/supervisor) from the Home university (the opinion should include, among others, the assessment of the student's achievements, his/her potential, assessment of program of his/her studies in Poland and his/her benefits from staying in Poland)	0-10
3.	Learning results (assessed by the Host university)*	0-20
4.	Special achievements (e.g. scientific achievements, awards, publications, involvement in activities promoting Polish language and culture)	0-20
	SUM	100

* academic results: excellent = 20 points, very good = 15 points, good = 10 points, medium = 5 points, unsatisfactory = 0 points

Applications which, as a result of the final assessment, will receive less than 60 points or will not receive at least half of the points available in criteria 1 and 3, will receive a negative substantive assessment.

The following criteria will be taken into account when assessing the applications of **first-cycle students or graduates of foreign universities applying for a full second-cycle studies in Poland:**

	Criterion	number of points possible to obtain
1.	Objectives set by the Applicant and methods of their implementation, including: <ul style="list-style-type: none"> – scientific interests, – justification for the choice of the Host university, – description of the subject matter of the planned master's thesis, – the expected impact of studies in Poland on further academic, scientific/professional development 	0-50
2.	Opinion of an academic teacher (mentor/supervisor) from the Home university (the opinion should include, among others, the assessment of the student's achievements, his/her potential, assessment of program of his/her studies in Poland and the benefits of staying in Poland)	0-10
3.	Learning results (assessed on the basis of the certificate issued by the Home university) *	0-20
4.	Special achievements (e.g. scientific achievements, awards, publications, involvement in activities promoting Polish language and culture)	0-20
	SUM	100

* academic results: excellent = 20 points, very good = 15 points, good = 10 points, medium = 5 points, unsatisfactory = 0 points

Applications which, as a result of the final assessment, will receive less than 60 points or will not receive at least half of the points available in criteria 1 and 3, will receive a negative substantive assessment.

The following criteria will be taken into account when assessing the applications of **PLLO laureates and finalists applying for a full Polish philology first-cycle studies in Poland:**

	Criterion	number of points possible to obtain
1.	Number of points scored in the PLLO final*	0-60
2.	Title of PLLO laureate	20
3.	Special achievements (other than participation in PLLO)	0-20
	SUM	100

* 0-25% = 30 points, 26-50% = 40 points, 51-75% = 50 pt, 76-100% = 60 points

In the case of the finalists of PLLO 2020:

	Criterion	number of points possible to obtain
1.	Place taken by the finalist during the II stage of PLLO*	0-60
2.	Title of PLLO finalist	20
3.	Special achievements (other than participation in PLLO)	0-20
	SUM	100

* I place = 60 points, II place = 55 points, III place = 50 points, IV place = 45 points, V place = 40 points, VI place = 35 points, VII place = 30 points

Applications which will obtain less than 60 points in total as a result of the final assessment will receive a negative substantive assessment.

The following criteria will be taken into account when assessing the applications of **PLLO laureates and finalists applying for the scholarship for second-cycle Polish philology studies in Poland:**

	Criterion	number of points possible to obtain
1.	Number of points scored in the PLLO final*	0-30
2.	Title of PLLO laureate	20
3.	Special achievements (other than participation in PLLO)	0-20
4.	Average grade at first-cycle studies (semesters completed)**	0-30
	SUM	100

* 0-25% = 15 points, 26-50% = 20 points, 51-75% = 25 points, 76-100% = 30 points

** 3.0-3.4 = 10 points, 3.5-3.9 = 15 points, 4.0-4.4 = 20 points, 4.5-4.9 = 25 points, 5.0 = 30 points

Applications which will obtain less than 60 points in total as a result of the final assessment will receive a negative substantive assessment.

The following criteria will be taken into account when assessing the applications of **scientists applying for the scholarship**:

	Criterion	Reviewers	Evaluation by the Team	number of points possible to obtain
1.	Scientific achievements of the Applicant and the course of his/her scientific and academic activity in relation to the career stage	10	25	0-35
2.	Justification of the Applicant's choice of the Host Centre and the benefits for the Host Centre as well as the development of science in Poland rendered by the Applicant's stay	5	10	0-15
3.	Scientific level of research or tasks envisaged for implementation, including their scientific value and innovation, method of presentation, impact on the development of the scientific discipline, research or didactic methods, planned results, adequacy of the duration of the scholarship to the planned activities	20	20	0-40
4.	Expected impact of the stay at the Polish scientific institution on the Applicant's scientific career	5	5	0-10
	SUM	40	60	100

The substantive assessment of the applications submitted by scientists will consist of two stages:

- 1) evaluation of applications made by two Reviewers from the NAWA expert database, selected after taking into account the field of science in which the application was submitted. Reviewers will evaluate the applications according to all substantive assessment criteria, indicating the number of points and providing justification for their scoring. In the summary, the Reviewer will present the strengths and weaknesses of the application,
- 2) assessment by the Evaluation Team taking into account the opinions and assessment by two Reviewers.

In justified cases, the Evaluation Team may recommend reducing the amount of financing requested, e.g. if the length of the stay proposed in the application is unjustified.

Application to which the Evaluation Team will award a zero score in any substantive criterion will not be qualified for funding.

Applications obtaining less than 60 points in total as a result of the final assessment will receive a negative substantive assessment.

3.3. Information on the results of the recruitment

The Evaluation Team, based on the assessment, will prepare the list of applications with positive substantive assessment recommended for financing and submit it to the NAWA Director.

The NAWA Director will issue a decision granting or refusing to grant funding to Applicants on the basis of the list submitted within the available number of places allocated for individual groups of Applicants:

- 1) students applying for the scholarship for one-semester or two-semester studies;
- 2) students applying for the scholarship for full second-cycle studies;
- 3) laureates and finalists of PLLO applying for the scholarship for full first-cycle studies;
- 4) laureates and finalists of PLLO applying for the scholarship for full second-cycle studies;
- 5) scientists.

The Applicants will be notified electronically by the Agency's ICT System about the results of the recruitment and the decision on granting or refusing to grant the NAWA scholarship.

The Applicant who has been awarded the NAWA scholarship shall sign the agreement with the Polish National Agency for Academic Exchange.

After signing the agreement, the Applicant will obtain the status of Scholarship Holder.

The list of Applicants who have received the decision of the NAWA Director granting the scholarship will be posted on the Agency's proprietary website in the Public Information Bulletin (BIP).

If the Applicant selected under the call for proposals does not sign the agreement with NAWA, the Scholarship may be awarded to another Applicant who has received positive substantive assessment. In this case, subsequent applications will be awarded financial support, taking into account the points they obtained during the substantive assessment.

Persons whose applications have been qualified for funding, in order to sign the agreement will be obliged to complete all formalities set out in the decision of the NAWA Director and required by the Host university or the Host centre.

3.4. Information on the appeal procedure

The Applicant, after receiving information about leaving the application without consideration or the decision of the NAWA Director refusing to grant funds, may request the NAWA Director to reconsider the case.

The reconsideration of the case may include reservations only as to formal issues in the process of granting funds and not to the merits of substantive assessment. Submission of the request for reconsideration of the case for another reason will result in issuing the decision stating inadmissibility of submitting the request for reconsideration of the case.

The request for reconsideration of the case has to be submitted to the NAWA Director within 14 days from the receipt of the decision or the information on leaving the application without consideration to the following address:

Narodowa Agencja Wymiany Akademickiej



ul. Polna 40
00-635 Warszawa

In the case of:

- 1) issuing the ruling stating inadmissibility of submitting the request for reconsideration of the case,
- 2) issuing the decision of the NAWA Director refusing granting funds after the request for reconsideration of the case was considered rightful,
- 3) issuing the decision of the NAWA Director refusing granting funds, or the decision upholding the decision of the NAWA Director refusing granting funds

the Applicant may submit a complaint to the Provincial Administrative Court in Warsaw at: ul. Jasna 2/4, 00-013 Warszawa. The complaint shall be filed through the Director of the Polish National Agency for Academic Exchange located at: ul. Polna 40, 00-635 Warszawa, within 30 days from the date of delivery of the abovementioned decision or ruling.

4. SCHOLARSHIP AGREEMENT

Signing the scholarship agreement with the Applicant will be based on the decision of the NAWA Director granting funds under the Programme.

In the decision granting the scholarship, the NAWA Director shall define the terms of signing the agreement.

The model agreements are attached as Annexes 2 and 3 to these Regulations.

5. OBLIGATIONS OF THE SCHOLARSHIP HOLDER

STUDENTS

The Scholarship Holder shall be obliged to:

1. submit to the Host university the decision of the NAWA Director granting the Scholarship within 30 days from the date of its receipt in the Agency's ICT System;
2. submit to the Agency the certificate issued by the university confirming admission to studies in the selected field and indicating the period of implementation of the studies, within 14 days from the date of starting the studies;
3. legalize his/her stay in Poland for limited period. Information regarding this matter is provided, for example by Polish diplomatic and consular missions or relevant organizational units at universities. The Scholarship Holder shall be obliged to present at the Host university confirmation of legalization of his/her stay on the territory of the Republic of Poland within 30 days from the date of starting studies in Poland;
4. possess health insurance and accident insurance and submit to the Host university health insurance confirmation within 30 days from the date of starting studies in Poland. Persons from European Union countries, if insured in their country, have to possess European Health Insurance Card;
5. regularly attend classes according to the program of studies agreed with the Host university and get course credits for the courses included in the program;

6. participate in events dedicated to the Scholarship Holders under the Programme organized by the Polish National Agency for Academic Exchange;
7. participate in evaluation of the Programme;
8. participate in evaluation studies conducted by the Ministry of Science and Higher Education on the principles set out by the Ministry of Science and Higher Education;
9. comply with all regulations in force at the Host university;
10. submit the Final Report in a timely manner, and in the case of persons admitted to the full first or second cycle studies - Interim Reports and the Final Report together with the required annexes;
11. placing in publications resulting from the studies attended in Poland the information that they were created under the NAWA Programme.

SCIENTISTS

The Scholarship Holder shall be obliged to:

1. submit to the Host centre the decision of the NAWA Director granting the Scholarship within 30 days from the date of its receipt in the Agency's ICT System;
2. implement in a continuous manner during the term of the Scholarship and in accordance with the Application, the scientific research, didactic or other activities indicated therein, while the period of stay outside the Host centre cannot be longer than 10% of the whole stay (including holidays, occasional trips and other absences not related to the implementation of the tasks covered by the scholarship);
3. have at least basic health insurance covering travel and stay in Poland, including in particular insurance of costs of treatment and transport to the hospital. The Scholarship Holder who is a citizen of one of the Member States of the European Union, if insured in his/her country, has to possess the European Health Insurance Card;
4. submit to the Agency confirmation of starting implementation of tasks under the awarded scholarship in the Host Centre within 14 days from the date of starting the project (confirmation has to be signed by the substantive mentor of the Scholarship Holder);
5. timely submit the Final Report in the Agency's ICT System;
6. inform NAWA about changes in implementation of the Scholarship;
7. inform NAWA about his/her scientific or didactic successes - both during the scholarship disbursement period as well as at the stage of reporting and evaluation;
8. participate in the Programme evaluation consisting in completing the evaluation survey and participating in other evaluation activities conducted by NAWA;
9. participate in evaluation studies conducted by the Ministry of Science and Higher Education on the principles set out by the Ministry of Science and Higher Education;
10. place on all publications resulting from the Scholarship the full name of the Polish National Agency for Academic Exchange and the number of the agreement. Publications and other results of the Scholarship that do not indicate the Agency as the financing institution will not be considered as results of the Scholarship implementation and will not be taken into during its financial settlement;
11. properly implement the scholarship agreement, in particular settle the allocated funds.

6. RULES OF PAYMENT OF NAWA SCHOLARSHIP UNDER THE PROGRAMME

STUDENTS

1. It is not possible for the Scholarship Holder to receive a scholarship for the same purpose from funds other than those managed by NAWA. Funds other than NAWA funds include among others those granted under bilateral agreements concluded by the Republic of Poland with other countries, including cooperation in the field of science and higher education, which are disposed of by other countries.
2. The NAWA Scholarship for partial studies shall be awarded for a maximum of 10 months in an academic year, starting from the first month of classes.
3. For Scholarship Holders who intend to pursue a full cycle of studies in Poland, the NAWA Scholarship will be awarded for the number of semesters specified in the regulations regarding the first and second cycle studies, with the reservation that the Scholarship will be paid for a maximum of 10 months in an academic year.
4. The NAWA Scholarship will be paid through the university.
5. The NAWA scholarship will be awarded in the amount of PLN 1,250 per month for first cycle students or PLN 1,500 per month for second cycle students.
6. In addition, Scholarship Holders who have received the Scholarship for full first or second cycle studies shall receive:
 - 1) in the first year of studies, the first monthly scholarship payment increased by PLN 500, intended to cover the costs of relocation to Poland (this will not apply to persons who continue their studies in Poland);
 - 2) in the last year of studies, the last monthly scholarship payment increased by PLN 500, intended to cover the costs related to the preparation of the diploma thesis.
7. The scholarship disbursement will be temporarily suspended in the following cases:
 - 1) if the Scholarship Holder repeats a semester or year of studies,
 - 2) if the Scholarship Holder takes a dean's leave,
 - 3) if the Scholarship Holder 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.Once the reason for suspension of the scholarship disbursement ceases, the Scholarship Holder must apply with the Agency for the scholarship disbursement to be resumed.
8. The Scholarship will be withdrawn and the agreement with the Scholarship Holder will be terminated if the Scholarship Holder:
 - 1) was removed from the list of students by the Host university,
 - 2) provided false information on the basis of which he/she was granted funds,
 - 3) during the course of studies obtained the permit for permanent residence or Polish citizenship,
 - 4) was disciplinarily punished or convicted by a final court judgment for an offense committed intentionally or an intentional tax offense,
 - 5) stays on the territory of the Republic of Poland illegally or did not present the document confirming legalization of his/her stay on the territory of the Republic of Poland,

- 6) does not have health insurance or did not present the document confirming possession of the insurance,
- 7) did not submit or correct the Annual Report,
- 8) violates other material provisions of these Regulations or the agreement.

SCIENTISTS

1. The implementation of the project under the Scholarship can not start earlier than October 1st 2020 and must not finish later than September 30th 2021. **In exceptional, justified cases, and after obtaining and providing NAWA the written consent of the Host Center, the project completion date may be extended (not later than 31 December 2022).**
2. The NAWA Scholarship will be awarded in the amount of PLN 10,000 for each month of Scholarship Holder's stay at the Host Centre (with the accuracy of ½ month).
3. In the case that any incomplete months of the Scholarship Holder's stay, the funds will be awarded in the following way: up to 15 days inclusive - half the scholarship payment will be awarded, over 15 days - the full monthly amount will be awarded.
4. Insurance and visas costs, if required, shall be borne by the Scholarship Holder.
5. According to art. 21 item 1 point 39a of the Act of July 26, 1991 on Personal Income Tax (i.e., Journal of Laws of 2018, item 1509, as amended), scholarships and other funds referred to in art. 18 item 2 point 1 of the PNAAE are free from income tax.
6. Payments will be transferred to the bank account opened by the Scholarship Holder at a bank based in Poland.
7. Payments will be made as follows:
 - 1) first payment in the amount of 80% of the total amount of funding will be transferred to the Scholarship Holder's bank account within 30 days from the date of providing NAWA with confirmation by the Host Centre of starting by the Scholarship Holder implementation of the project,
 - 2) second payment in the amount of 20% of the total funding will be transferred to the Scholarship Holder's bank account within 30 days from the date of obtaining a positive assessment of the Final Report.
8. NAWA reserves the right to change the date of making advance payments. The change will depend primarily on the availability of funds allocated to finance the scholarships.
9. In justified cases, the scholarship payment may be suspended for a period not longer than 3 months, if there occurred factors preventing its implementation. Random situations will be considered by the NAWA Director individually, after the Scholarship Holder presents a reasoned request.
10. The awarded Scholarship, being a set of lump sums, will be treated as expenditure incurred. The Scholarship Holder will not be obliged to collect and present accounting documents to confirm expenses.
11. The verification of expenditure in the case of lump sums will be based on checking that the results assumed in the application have been achieved and the declared activities have been carried out.
12. At the request of NAWA, the Scholarship Holder will be required to submit documentation confirming the implementation of activities and achievement of the assumed results in

accordance with the approved application - under the pain of rendering the Scholarship ineligible.

13. The suspension of the Scholarship may take place in particular in the event of NAWA receiving information about a conflict with the Host Centre, interruption of activities or irregularities in their implementation. After requesting the Scholarship Holder to submit explanations and receiving satisfactory information, the financing may be resumed.
14. Termination of the scholarship agreement may be effected in justified cases by mutual consent of the parties, or in the event of gross failure to comply with the provisions of the scholarship agreement, or when the Scholarship Holder was disciplinarily punished or convicted by a final court judgment for an offense committed intentionally or an intentional tax offense.

7. REPORTING

Interim and final reports shall be submitted in the Agency's ICT System.

1. **Scholarship Holder who attends partial studies (one-semester or two-semester)** will be obliged to submit the Final Report (Annex 5), summarizing his/her stay at the Host university together with the studies' course record (issued by the Host university) and the opinion of his/her mentor at the university within 30 days from the date of completion of studies in Poland.
2. **Scholarship Holder who attends full first or second cycle studies** will be obliged to submit Interim Reports together with the studies' course record and the certificate of registration for the next year of studies by October, 15 of each year of studies.

Submission of the Interim Report (Annex 4) together with the required annexes constitutes condition for the payment of the Scholarship in the next academic year.

After completing the studies, the Scholarship Holder will be required to submit the Final Report (Annex 5) along with a scan of the diploma or certificate from the Host university confirming the completion of studies (within 30 days from the date of their completion).

In the event of submitting an incorrectly prepared or incomplete Report, the Scholarship Holder will be obliged to correct or complete it within 14 days from the date of receiving in the Agency's ICT System the information about the need to correct or complete the Report.

The Scholarship Holder who fails to submit the Final Report within the prescribed period will lose the right to submit applications for scholarships under NAWA programmes for a period of three years from the date of submission of the Report.

3. **The scholarship Holder (Scientist)** is required to submit the Final Report (Annex 6) within 30 days of the end of the project.

Complete and formally correct Final Report will be forwarded for substantive assessment by the Evaluation Team appointed by the NAWA Director.

The Evaluation Team will evaluate the report in terms of its reliability and correctness of the implementation of planned activities and expenditure as well as the legitimacy of any changes introduced during the implementation of the Scholarship.

During the substantive assessment of the Final Report, the following criteria will be taken into account:

- 1) compliance of the scope of completed tasks with the agreement,
- 2) quality of the achieved results.

If necessary, the Evaluation Team may consult the Reviewer.

The substantive assessment of the final report is aimed at determining whether the agreement may be considered as:

- 1) performed,
- 2) performed with identified irregularities – resulting in the partial return of the financial resources,
- 3) not performed - resulting in the full return of the financial resources.

In the Final Report, the Scholarship Holder will take into account any exceptions that occurred during the Scholarship implementation, affecting the amount of funding awarded, in particular those related to shortening the period of stay at the Host Centre.

If the amount of funds transferred to the Scholarship Holder exceeds the amount resulting from the financial settlement in the Final Report, the Scholarship Holder will be obliged to reimburse the amount of the difference between the amount paid and the amount of due.

If the required Report is not submitted or an incomplete Report is submitted, the Scholarship Holder will be obliged to correct or complete the report within 14 days from the date of receiving relevant information. Failure to comply with obligations towards NAWA may constitute ground for withholding funding, for summoning the Scholarship Holder to return the funds received and for preventing the Scholarship Holder from participation in further calls for proposals under NAWA programmes.

8. EVALUATION

Scholarship Holders will be required to participate in the NAWA's evaluation of the Programme. Participation in the evaluation will involve completing the survey within 30 days from the end of the Scholarship implementation. The survey will be available online.

Participation in the evaluation will also include taking part by the Scholarship Holders in separate evaluation studies conducted by NAWA in accordance with the adopted evaluation methodology. It is assumed that the Scholarship Holder may be invited to participate in the evaluation once during his/her stay in Poland and once within 2 years after the completion of the Scholarship.

NAWA guarantees full confidentiality of opinions and information provided by the Scholarship Holder as part of the Programme evaluation and guarantees that the data obtained as part of the evaluation will not have any impact on the terms of payment of the awarded Scholarship.

The Scholarship Holder will also be required to participate in evaluation studies conducted by the Ministry of Science and Higher Education on the terms set out by those institutions.

9. CHANGES TO THE REGULATIONS

NAWA reserves the right to change these Regulations, with the exception of changes resulting in unequal treatment of Applicants, unless the necessity to introduce such changes results from the generally applicable provisions of law.

The changes introduced will be effective from the time of their publication, made in an analogous manner to the announcement of the call for proposals. If the application submitted before the introduction of the changes does not meet the requirements resulting from these changes, the Applicant will be obliged to submit the application again or to complete it.

NAWA reserves the right to cancel the call for proposals, in particular in the event of significant changes in the law affecting the conditions of conducting the call for proposals, occurrence of force majeure, in cases of risk of ineffective spending of funds assigned to the call for proposals, or in other justified cases.

10. PERSONAL DATA PROTECTION

The personal data Controller for Applicants', Scholarship Holders', Members' of the Evaluation Team, Reviewers' and contact persons' data (in particular on the side of the Home University, the Host University and the Host Centre) will be NAWA.

The data will be used to:

- 1) conduct the call for proposals under the Programme,
- 2) select the Scholarship Holders and conclude scholarship agreements with them,
- 3) implement concluded scholarship agreements,
- 4) send invitations, including invitations to take part in the evaluation.

The data will not be used to make decisions based solely on the automated processing of personal data, including profiling within the meaning of art. 22 GDPR.

Personal data may be transferred to NAWA employees, representatives of the Home or Host universities, representatives of the Host Centre, Reviewers, members of the Evaluation Team in connection with the implementation of the above objectives.

Transferring personal data to centres located outside the European Economic Area (European Union Member States, Iceland, Norway and Liechtenstein) will be based on standard data protection clauses adopted or approved by the European Commission. The data subject shall have the right to receive a copy of the data provided to the Host university.

The legal basis for personal data processing constitutes Art. 6 item 1 letter b and e of the General Data Protection Regulation (GDPR). The transfer of data will be voluntary, but necessary to take part in the call for proposals or implementation of the concluded agreements. Refusal to provide the data shall result in leaving the application without consideration.

Personal data of:

- 1) Applicants - will be used for up to two years after the end of the recruitment proceedings;
- 2) Scholarship Holders - will be used for up to 25 years after the end of the Programme;
- 3) contact persons - will be used throughout the duration of the Programme,
- 4) members of the Evaluation Team and Reviewers - will be used for the period of their cooperation with NAWA and the period necessary to make necessary settlements

The data subject shall have the right to:

- 1) request from the Agency access to his/her personal data,



- 2) rectify, delete or limit the use of his/her personal data,
- 3) object to the use of his/her personal data,
- 4) file a complaint with the supervisory body (President of the Personal Data Protection Authority, at: ul. Stawki 2, 00-193 Warszawa

- on the terms set out in the GDPR.

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

11. ANNEXES

Annex 1 - Model Certificate from the Host university

Annex 2 - Model Agreement with the Scholarship Holder (STUDENTS)

Annex 3 - Model Agreement with the Scholarship Holder (SCIENTISTS)

Annex 4 - Model interim report (STUDENTS)

Annex 5 - Model final report (STUDENTS)

Annex 6 - Model final report (SCIENTISTS)