

REGULATIONS OF THE POLISH NATIONAL AGENCY FOR ACADEMIC EXCHANGE PROGRAMMES

Institutional Programmes

Warsaw, September 2021

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I. GLOSSARY OF TERMS AND ABBREVIATIONS

- 1) **Agency** – National Agency for Academic Exchange;
- 2) **Beneficiary** – an Applicant who has been granted funding and who has signed an Agreement with the Agency under the Programme;
- 3) **Director** – Director of the National Agency for Academic Exchange;
- 4) **External Expert** – a person performing content-related evaluation of applications submitted as part of the call for applications for the Programme;
- 5) **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. fellowships, research trips, etc.;
- 6) **Call for Applications** – call for applications for the Programme;
- 7) **Announcement** – announcement of the call for applications for participation in the Programme, referred to in Article 19 of the NAWA Act;
- 8) **Partner** – entity which signed a letter of intent with the Applicant and plans a joint implementation of the Project in the case of receiving funding from the Agency;
- 9) **Acquired Foreign Doctoral Student** – the acquired foreign doctoral student means
 - a) a foreigner who is a graduate of first or second-cycle studies or uniform master's degree studies, completed in a foreign institution,
 - b) a foreigner who is a graduate of second-cycle studies completed in a Polish institution, or
 - c) a Pole who is a graduate of second-cycle studies, completed in a foreign institution, who has positively passed the recruitment process organised by the Applicant;
- 10) **Programme** – a particular programme specified in the Announcement through which the Agency carries out its tasks;
- 11) **Project** – a set of activities specified by the Applicant in the application for participation in the Programme;
- 12) **Reviewer** – an external expert making an individual content-related evaluation;
- 13) **Regulations** – these Institutional Programmes Regulations;
- 14) **Agency's ICT System** – the system referred to in Art. 14 of the NAWA Act;
- 15) **Funding** – financial means specified in Article 18(2)(2) of the NAWA Act;
- 16) **Act on research institutes** – the Act of 30 April 2010 on research institutes;
- 17) **NAWA Act** – the Act of 7 July 2017 on the National Agency for Academic Exchange;
- 18) **Act on Higher Education and Science** – the Act of 20 July 2018 on Higher Education and Science;
- 19) **Act on the Polish Academy of Sciences** – the Act of 30 April 2010 on the Polish Academy of Sciences;
- 20) **Accounting Act** – the Accounting Act of 29 September 1994;
- 21) **Act on Łukasiewicz Research Network** – the Act of 21 February 2019 on the Łukasiewicz Research Network;

- 22) **Project Participant** – a person belonging to the category indicated in the Announcement who started participating in the Project, and in the case of programmes financed from PO WER funds, who has also signed the Declaration of Participation in the Project;
- 23) **Agreement** – an agreement referred to in Article 26 of the NAWA Act;
- 24) **Application** – a form completed by the Applicant and submitted in response to a Call for Applications via the Agency's ICT System, specifying the scope of planned activities, schedule and budget;
- 25) **Applicant** – an entity meeting the requirements of the Programme, who intends to submit or has submitted an Application;
- 26) **Beneficiary's Manual** – Guidelines and rules for the implementation of Projects under NAWA Institutional Programmes;
- 27) **Foreign Graduate** (*international alumnus*) – a foreign graduate of the first, second or third-cycle studies at a Polish higher education institution or scientific institution that offers education or a Polish graduate who, having completed his/her studies in Poland, went abroad and stayed there for the period of at least six months;
- 28) **Evaluation Panel** – a panel consisting of external experts, appointed by the Director to perform content-related evaluation of applications within the scope indicated in the Announcement;

II. GENERAL INFORMATION

1. How to use the Regulations

These Regulations set out the rules for Call for Applications for participation in institutional programmes.

Part I of the Regulations – Glossary of Terms and Abbreviations – contains useful definitions and references to the relevant acts.

Part II provides general information on the Institutional Programmes, including information on entities eligible to submit applications and information common to all Programmes addressed to institutions.

Parts III to XI, as Parts I and II, describe rules common to all Institutional Programmes. Particular attention should be paid to additional information indicated in these parts, applicable to Programmes co-funded from European funds, in particular the PO WER Programme. Information on the source of funding can be found in the Announcement.

The provisions of the Civil Code on the calculation of time limits, i.e. Article 110 et seq. apply to the establishment of any time limits relating to the dates of a project or the implementation of activities.

Detailed information on the Call, including time limits and allocation of funds for the Call, are published in the Announcement.

2. Eligible entities

Applications may be submitted by an entity which provides education in Poland, i.e.:

- 1) a university referred to in the Act on the Polish Academy of Sciences;
- 2) the Polish Academy of Sciences within the meaning of the Act on the Polish Academy of Sciences;
- 3) a scientific institute of the Polish Academy of Sciences within the meaning of the Act on the Polish Academy of Sciences;
- 4) a research institute within the meaning of the Act on research institutes;
- 5) an international scientific institute established on the basis of separate provisions, operating on the territory of the Republic of Poland;
- 6) institutes associated in the Łukasiewicz Research Network referred to in Article 7(1)(6b) of the Act on the Polish Academy of Sciences;
- 7) federations of higher education and science institutions referred to in Article 165 of the Act on Higher Education and Science.

Please refer to the Announcement for details of eligible applicants under each Programme.

3. Information applicable to all Programmes

Information on remedies in cases of emergency

Due to the ongoing epidemiological situation in Poland and abroad, the Agency recommends including in particular virtual activities in the Projects, or such activities that under current circumstances do not bear the risk associated with multiple travels, organisation of large events, etc. Applicants are requested to carry out a careful risk analysis for each submitted Project.

Information on accessibility for people with special needs

Each Applicant is obliged to ensure accessibility to the Project and its products and results to all who require it through the use of universal design and reasonable accommodation. The minimum requirements to ensure accessibility are laid down in the Act of 19 July 2019 on Providing Accessibility to People with Special Needs.

At a justified request of a person with a documented disability, the Agency Director may waive the application of certain rules of the Programme to that person where compliance with those rules would be unreasonably difficult due to the person's disability and where a waiver from the rule concerned would help to ensure that such person has equal conditions of participation in the competition or implementation of the project in comparison with other beneficiaries of the Programme.

Information on ensuring equal opportunities for women and men

Each applicant is obliged to ensure that the project activities, products and results comply with the principle of gender equality, understood as a state in which women and men are assigned equal social value, equal rights and equal obligations, and have equal access to resources (financial, development) from which they can benefit. Equality measures further entail compensatory activities, consisting in preferential treatment of persons from the group which faces particular barriers and restrictions hindering equal access to resources and social goods.

Information on the sustainable development goals

The Agency recommends that any project be compliant with sustainable development goals. The sustainability of a project relates to areas such as: compliance with environmental protection requirements, resource efficiency, climate change adaptation and mitigation, biodiversity conservation, disaster resilience and environmental risk prevention and environmental protection management. A project is compliant with the principle of sustainable development if it has at least a neutral impact on the aforementioned areas.

III. SUBMISSION OF THE APPLICATION FOR FUNDING AND RESULTS OF THE CALL

1. Registration and use of the Agency's ICT System

Pursuant to Article 14 of the NAWA Act, the Agency operates an information and communication system in which the data necessary to issue decisions on the granting of funds under the Agency's Programmes are processed. The scope, terms and conditions of use of the system are described in the "Regulations of use of the Agency's ICT System" (available in Polish).¹

In contacts with the Applicant, correspondence will be conducted through the Agency's ICT System.

The consequence of not maintaining the indicated form of communication may be that the letters, changes or 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.

2. Submission of application in the Agency's ICT System

To apply to participate in the call for the Programme the Applicant must:

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

It is the Applicant's responsibility to check whether the action of sending the application has ended correctly. A correctly sent application to the Agency should have a status of "submitted".

3. General rules for submitting applications

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

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

All information necessary for the proper conduct of the call process is published by the Agency on the website www.nawa.gov.pl. Applicants are recommended to check this website on a regular basis.

The Applicant must correctly complete the application form in accordance with the instructions in the Agency's ICT System, which detail the minimum scope of information needed for each required field of the application form. 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

¹ The Regulations are available at:

https://nawa.gov.pl/images/users/629/Regulamin_st_NAWA_wazny_od_09.08.2019.pdf

evaluation of the application or not to award points for the relevant content-related evaluation criterion.

The application should be submitted by an authorised person, in accordance with the rules of representation applicable at a given entity. If the application is submitted by a person other than the one indicated by the rules of representation, the Applicant is obliged to attach a scan of the power of attorney for this person. A person submitting the application means a natural person to whom an account is assigned in the Agency's ICT System from which the application is submitted.

In the case of submitting more applications than required by the rules of a given Programme, the last submitted applications according to the submission time in the Agency's ICT System will be evaluated.

4. List of required appendices to the application

The Applicant is required to attach to the Application under the Call:

- 1) the Applicant's valid registration document, provided that it is not available in the relevant public 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 indicated in the registration documents (a model power of attorney is attached to the Announcement);
- 3) letter of intent, if the application involves the implementation of the project in partnership and the Programme allows for the project to be implemented in partnership (the model letter of intent constitutes an appendix to the Announcement).

The Call for Applications for the Programme may specify additional requirements concerning the required appendices.

5. Evaluation of the application

The criteria for evaluating applications are described for each Programme in the Announcement.

- 1) Formal evaluation of the application

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

Only complete Applications that meet the requirements specified in the Announcement and these Rules and Regulations are submitted for consideration. In the event that an incomplete Application is submitted, the Applicant is requested via the Agency's ICT system to complete the Application within 14 days from the date of receipt of the request with the instruction that failure to complete the Application on time will result in the Application not being considered. The Application may be amended once in this respect.

If necessary, the Agency may also request that the Applicant provide additional documents or information. 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 will be that the supplements submitted by the Applicant by other means of communication will not be taken into account. The Applicant must regularly check correspondence in the Agency's ICT System after submitting the Application.

Applications will not be considered in the following cases:

- a) if they are submitted past the deadline specified in the Announcement;
- b) if they do not meet the formal requirements specified in the Announcement.

2) Content-related evaluation

The purpose of content-related evaluation is to verify the applications to ensure that they meet the qualitative criteria specified in the Announcement.

Only applications meeting the formal criteria are submitted for content-related evaluation. Content-related evaluation is carried out in accordance with one of the following outlines.

Outline of content-related evaluation	Content-related evaluation
A	<p>The evaluation is made up of the following components:</p> <ul style="list-style-type: none"> a) the scores of two Reviewers (arithmetic mean of both scores); b) the score of the Evaluation Panel. <p>The results of the Reviewers' evaluation are communicated to the Evaluation Panel. The task of the Panel is to evaluate the applications using the opinions of the Reviewers, to develop the final content-related justification for each application and to prepare a list of applications recommended for funding. The Panel has a decisive influence on the final evaluation of the application and its place on the list of applications recommended for funding. The evaluation process takes into account both the evaluation criteria set out in the Announcement and the quality of the application in relation to other evaluated applications.</p> <p>All proposals that have passed formal evaluation are evaluated by the Panel, regardless of the score awarded by the Reviewers.</p> <p>At the stage of content-related evaluation, an application can score a maximum of 100 points. The evaluation is made up of the following components:</p> <ul style="list-style-type: none"> a) the final evaluation by two Reviewers of whom each may award a maximum of 100 points, with the final evaluation of the Application taking into account the arithmetic mean of the scores awarded by

	<p>both Reviewers multiplied by the weight of 0.4, i.e. a maximum of 40 points;</p> <p>b) the evaluation of the Evaluation Panel, which may award a maximum of 100 points, with the final evaluation of the Application taking into account the evaluation of the Panel multiplied by the weight of 0.6, i.e. a maximum of 60 points.</p> <p>An application that has a total score of less than 60 points as a result of the evaluation and less than 60 per cent of points in each particular criterion 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.</p>
B	<p>The content-related evaluation of applications is carried out by the Evaluation Panel.</p> <p>All applications that have undergone formal evaluation are submitted to the Panel for evaluation.</p> <p>During evaluation, an application can 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.</p>
C	<p>The content-related evaluation of applications is carried out by the Evaluation Panel.</p> <p>All applications that have undergone formal evaluation are submitted to the Panel for evaluation.</p> <p>During the evaluation, the Evaluation Panel may use the assistance of an external expert from outside the Panel.</p> <p>During evaluation, an application can score a maximum of 100 points. An application that has a score of less than 80 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.</p>

In Programmes where it is possible to submit more than one application, if the Applicant submits more than one application, it is not allowed to copy the content-related parts of the applications, or to adopt identical solutions and provisions in content-related descriptions of applications. It is also unacceptable for the same Applicant to have the same cost items in their budgets for several applications, which would lead to double funding of the same activities if they were awarded a grant. If the Reviewers or the Evaluation Panel determine that different applications submitted under one call have the same content (apart from contact details and description of the Applicant's potential and experience), these applications will receive 0 points at the stage of content-related evaluation.

In the event where more than one application receives the same score, the order on the recommendation list for funding is decided by the Evaluation Panel.

Content-related evaluation is carried out on the basis of principles and criteria specific to the Programme, described in the Announcement, the provisions of which take precedence over the Regulations.

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.

6. Results of the Call

The Evaluation Panel draws up a list of applications recommended for funding and sets a lower point threshold for applications recommended for funding, which may not be lower than 60 points.

The Panel may identify short-listed applications with a minimum score of 60 points that may receive funding if an agreement is not signed with a successful Applicant.

Based on the list of applications recommended for funding, the Director decides whether to grant or refuse funding under the Programme, taking into account its purpose and the effective use of the funds allocated for its implementation.

This decision to refuse funding may be motivated especially by the following reasons:

- 1) Applicant's failure to meet their obligations towards the Agency;
- 2) receiving information by the Agency that affects the process of granting funds for Project implementation;
- 3) lack of funds;
- 4) other justified circumstances.

A decision issued in the course of the proceedings is published in the Agency's ICT System in a manner enabling the Applicant to view its content via their individual user account.

The list of Beneficiaries' projects to which funding has been granted, including their names, is published on the Agency's website in the Public Information Bulletin.

7. Appeal procedure

In the case of formal infringements in the allocation of funds, the Applicant may request the Agency Director to reconsider their case.

The request that the Agency Director reconsider the case may cover only reservations related to formal issues in the process of granting funds, and not to the validity of the content-related evaluation.

Submission of a request for reconsideration for any other reason may result in the issuing of a decision stating that the request is inadmissible.

The application to reconsider the case should be submitted to the Agency Director within 14 days of receipt of the decision in writing, to the following address:

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

or by electronic document to the Agency's electronic delivery address.

None of the persons who at any stage handled the Application, including its evaluation, may participate in processing the request for reconsideration. In processing the requests for reconsideration, the Agency Director may use the assistance of external experts.

The Applicant may submit a complaint to the Provincial Administrative Court in Warsaw to the below given address against a decision stating the request for reconsideration inadmissible or another decision of the Agency Director:

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

The complaint is lodged via the Director of the Polish National Agency for Academic Exchange within 30 days of the date of delivery of the aforementioned decision.

IV. 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. 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.

The verification of financial capacity applies to non-public bodies which, during the financial year in question, request more than EUR 100,000 of funding from the Polish National Agency for Academic Exchange.

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 below EUR 100,000, Applicants must provide a declaration that they have the financial capacity to implement a given Project. The declaration in question forms a part of the Application form.

An Applicant applying for funding above EUR 100,000 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 to conclude an Agreement with limited advance payments paid in several instalments or with advance payments covered by financial collateral.

V. PROCEDURE FOR THE CONCLUSION OF THE AGREEMENT WITH THE BENEFICIARY

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

The Agreement with the Applicant is signed on the basis of the Agency decision to award funds under the Programme, after positive completion of the formal and content-related evaluation procedure of the application.

A model Agreement is attached to the Announcement.

The agreement will be made available to the Beneficiary via the Agency's ICT System, of which the Beneficiary will be informed by e-mail, sent to the e-mail address provided during registration in the Agency's ICT System.

Once the Beneficiary has been notified that the Agreement is available, it is the Beneficiary's responsibility to:

- 1) check the correctness of data included in the Agreement (the Beneficiary should check address and bank details, and in the case of any irregularities, they should immediately report them to the Agency);
- 2) complete data of the Beneficiary (their Representative, bank account number, payment schedule);
- 3) submit the Agreement via the system to NAWA using the "Submit" button.

After submitting the Agreement via the system to NAWA, a staff member verifies the content of the Agreement and changes its status to "Submitted", and then sends it via e-mail to the Beneficiary's address.

Upon receipt of the e-mail with the attached Agreement, it is the Beneficiary's responsibility to:

- 1) in the case the Agreement is signed **in hard copy form** – print the complete Agreement in two copies, on white A4 paper in colour (two-sided printing is recommended)
- 2) sign by the Beneficiary's representative two printed copies of the Agreement in accordance with the rules of representation in the spaces indicated for signature. The Beneficiary indicates the representative who will conclude the financing agreement on behalf of the institution. If it is not the Rector/Director, an appropriate power of attorney must be submitted for the attorney.
- 3) send two signed copies of the Agreement by registered mail to the Agency's address within the period laid down in the decision, or
- 4) if the agreement is concluded **in electronic form** (using a qualified electronic signature), send it via e-mail to the Agency at the address of the Programme Supervisor.

If the Applicant selected in the call does not sign the Agreement with the Agency within the deadline, funding may be granted to another Applicant who received a positive content-related evaluation.

1. Appendices to the Agreement

- 1) Agreement Identification Card
- 2) Payment Schedule
- 3) The approved application available in the Agency's ICT System at the following address: <https://programs.nawa.gov.pl/>
- 4) The approved activity-based budget of the Project available in the Agency's ICT System at the following address: <https://programs.nawa.gov.pl/>
- 5) The Announcement along with the appendices available on the following website: www.nawa.gov.pl,
- 6) The Beneficiary's Manual available on the following website: www.nawa.gov.pl,
- 7) Power of attorney (if applicable),
- 8) Letter of intent (if applicable).

2. Payment schemes under the Programmes

Advance payments payment scheme	Advance payment	I partial payment	II partial payment	Final payment
A	80%	Not applicable	Not applicable	20%
B	30%*	30%*	30%*	10%
C	50%*	40%*	Not applicable	10%
D	40%*	25%*	25%*	10%
E	25%	Determined by the Applicant in the application for participation in the Programme, taking into account the budgetary needs for a given year of Project implementation		Not applicable

*Assuming that 80% of the advance payments received to date have been spent

The Agency reserves the right to specify a different payment scheme in justified cases, in particular as a result of an assessment of the Applicant's financial capacity.

VI. REPORTING AND PROJECT SETTLEMENT RULES

1. General rules for Project settlement

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

Partial reports and the final report are 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.

Projects can be settled:

- based on real costs or
- based on unit costs.

The reports pertaining to projects settled based on real costs may include costs that have been paid, and the Beneficiary has adequate accounting evidence. The report should indicate all dates of payment for the expense concerned. A cost that has not been paid in full cannot be included in the report.

If the settlement is based on unit costs, the Beneficiary may be requested to provide documents that will confirm the completion of the Project.

All amounts given in reports on Project implementation must be expressed in PLN currency.

A properly prepared report is subject to verification by the employees of 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.

1) Eligible costs

Details of the eligible costs under each Programme are described in the Announcement.

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. No indirect costs, understood as administrative costs of the Project and maintenance staff costs which are not direct content-related activities planned in the Project will not be funded

under the Project, e.g. costs of the project coordinator or principal investigator involved in Project management, costs of utilities, etc. are not eligible.

It is not acceptable to fund the same expenses from two different sources (double funding). If cases of double funding are discovered (at any stage of Project implementation), the Agency will consider these expenses non-eligible.

the Beneficiary is obliged to keep separate financial and accounting records of the funds received for the Project implementation, according to the Accounting Act, in a way that enables identification of individual accounting operations.

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

- a) they comply with national law, including tax and social security law;
- b) they were incurred in a competitive manner, including in accordance with the procedures for the selection of contractors/service providers (market research procedure, competitiveness principle, public procurement law);
- c) they are supported by accounting evidence and shown in the financial and accounting records of the Beneficiary;
- d) they will be actually incurred during the Project implementation period specified in the Agreement for the Project implementation and funding,
- e) they are in line with the Programme's objectives;
- f) they are necessary for Project implementation and correspond to the list of activities eligible under the Project;
- g) they are proportionate to the planned activities and necessary for Project implementation;
- h) 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;
- i) they are shown in the financial part of the final report on the Project implementation;
- j) they only cover VAT in cases where it is not recoverable or deductible under national VAT legislation.

Purchase of fixed assets or intangible assets used with a view to facilitate the Project implementation process, enabling their classification as one-off costs for the purchase of these assets or values (provided that their initial value does not exceed PLN 10,000.00) may be deemed eligible under a Project.

The costs of depreciation of fixed and intangible assets used with a view to facilitate the Project implementation process may be deemed eligible under a Project, provided that they are actually incurred (recorded) during the term of the Agreement. The purchase transaction of a depreciable intangible asset should take place during the Project implementation period.

In establishing the eligible costs, only that proportion of depreciation costs corresponding to the duration of implementation and the actual level of use for given activities may be taken into account.

2) Non-eligible costs

Non-eligible costs under Institutional Programmes are:

- a) costs of the Applicant's running operation;
- b) foreign exchange losses, foreign exchange commissions, interest charges on financial transaction overdrafts;
- c) costs incurred outside the Project implementation period;
- d) a loan and the cost of servicing the loan;
- e) VAT and other taxes and charges which are recoverable under national law;
- f) the same costs funded from two different sources (double funding);
- g) undocumented costs;
- h) fines, financial penalties, litigation costs, accrued interest;
- i) costs of opening and maintaining bank accounts (including costs of transfers from or to the Agency charged by the Beneficiary's bank);
- j) costs reduced in the Project budget during the content-related evaluation and indicated in the funding decision issued by the Agency Director;
- k) costs exceeding the limits specified in the Announcement, e.g., salary cost limits (note: the cost limit refers to the actual expenses under the Project; in a situation when the actual expenses are lower than planned in the Application, all cost limits are calculated in relation to the **actually incurred** expenses; e.g., when the actual expenses under the Project are lower by 20% than planned in the Application, then the cost limit is calculated from the base value: the amount requested minus 20%);
- l) costs specified in the Announcement which will be shown under other cost categories (to avoid applying limits);
- m) purchase of real property (purchase, construction, renovation);
- n) costs of engaging its own employees on the basis of a contract for mandate.

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 non-eligible by the Agency, even if related to Project implementation, will be borne by the Beneficiary.

2. Partial report(s)

The Beneficiary is obliged to submit partial reports on the course of Project implementation (unless otherwise specified in the Announcement).

If the Beneficiary has commenced the implementation of the Project in the period between the funding decision and signing of the financial agreement, the partial report covers the period from the commencement of Beneficiary's activities.

Reporting scheme under the Programme	First Partial Report	Subsequent Partial Report
A	Not applicable	Not applicable
B	For a period of 4 months from the date of commencement of the Project	Every 4 months from the submission date of the previous partial report
C	For a period of 6 months from the date of commencement of the Project	Every 6 months from the submission date of the previous partial report
D	For a period of 12 months from the date of commencement of the Project	Every 12 months from the submission date of the previous partial report
E	For the period from the Project commencement date to 31 December of a given year	For the period of 12 consecutive months from the last day of the previous reporting period, excluding this day

In particularly justified cases, e.g. when 80% of the received funds are not settled by the Beneficiary in the final partial report or when 80% 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, which includes a description of the progress of Project activities;
- 2) the financial part, including the statement of incurred expenses and financial progress of the Project (if applicable).

A model Partial Report is attached to the Beneficiary's Manual.

Source documents evidencing the expenses indicated in the partial report are submitted by the Beneficiary only on request of the Agency in the form specified by the Agency.

The partial report will be submitted within 14 working days of the end of the reporting period to which it relates. Reporting periods are specified in the funding agreement. In particularly justified cases, the Agency may extend the deadline for submission of the report.

3. Final Report

The Beneficiary is obliged to submit the final report on the course of Project implementation covering the whole period of Project implementation from the moment of signing the funding Agreement. If

the Beneficiary has commenced the implementation of the Project in the period between issuing the financing decision and signing of the Project funding agreement, the final report covers the entire period from the commencement of the activities by the Beneficiary.

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 earlier.

The final report consists of:

- 1) a content-related part, including description of implemented activities for the entire period of the Project and achieved results;
- 2) a financial part, comprising a statement of expenses in accordance with the settlement procedure:
 - a) actual costs: expenses incurred under specific budget items and their description,
 - b) unit costs: according to the accepted Application,
 - c) final settlement of the Project with indication of costs incurred, amounts of advance payments and partial payments received, amount of the balancing payment/recovery of funds.

Source documents evidencing the expenses indicated in the final report are submitted by the Beneficiary only at the request of the Agency in the form specified by the Agency.

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

The model Final Report is attached to the Beneficiary's Manual.

Reports are submitted via the Agency's ICT System and prepared with the use of the forms prepared and made available by the Agency, unless the Agency indicates another form of submitting reports.

4. 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 will, within 30 working days of the submission of the report, verify and approve it or make written comments, to which the Beneficiary must respond by way of written explanations or correction of the report within the deadline indicated by the Agency.

In the case of submission by the Beneficiary of an incomplete or incorrectly prepared Partial or Final Report, the Agency will submit comments via the Agency's ICT System and will call upon the Beneficiary to respond to these comments by providing explanations or correcting the Report within a time limit indicated by the Agency, but not shorter than 7 days, counting from the day of submitting the comments (in particular, posting the comments in the Agency's ICT System), on the terms and conditions stipulated in the Regulations.

If explanations or corrections to subsequent versions of the submitted report are necessary, the comment procedure may be repeated two times, unless otherwise stipulated in the Announcement.

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 twice, 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 examination, in particular those related to the conducted proceedings for the purchase of goods and services, or financial documents.

5. Monitoring and inspection of projects

The Agency supervises the proper implementation of the Agreement.

Each of the Beneficiaries of the Agency may be subject to checks and audits. The checks and audits are to verify the correctness of the Project implementation and the management of the funding received by the Beneficiary in accordance with the provisions of the Agreement, and to determine the final amount of the funding to which the Beneficiary will be entitled. If irregularities are detected, the Agency is entitled to claim reimbursement of incorrectly spent funds (including through a deduction statement where such statement is permitted under the relevant legislation).

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.

All partial and final reports submitted by Beneficiaries are subject to verification. In addition, each of the Projects may be subject to a remote inspection of documents ("from behind the desk"), an inspection at the Beneficiary's seat, a systemic inspection, and a monitoring visit, if the Agreement was included in the statistical sample used for the inspection required by the Agency or if the Agency selected it for a target document inspection in connection with its risk assessment policy.

Individual inspections will include the following elements:

1. Report verification:

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

2. Remote inspection of documents ("from behind the desk"):

The remote inspection of documents ("from behind the desk") is an in-depth verification of supporting documents carried out at the Agency's seat. At the Agency request, for the purpose of remote inspection of documents, the Beneficiary must provide the Agency with copies of the documents

supporting the spending of the allocated funds (for categories settled on the basis of actual costs and unit 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 supplying documents.

3. Inspections at the Beneficiary's seat:

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

There are two types of inspection at the Beneficiary's seat:

- a. Inspection at the Beneficiary's seat or at any other place related to Project implementation during Project implementation

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

- b. Inspection at the Beneficiary's seat after the Project completion

Inspections are conducted after the completion of the project and after the verification of the final report – up to the period indicated in the regulations/agreement as the minimum period for keeping project documentation by the Beneficiary.

4. Systemic inspections:

Systemic inspections may be conducted at Beneficiaries implementing 5 or more projects under NAWA Programmes. The purpose of systemic inspections is, in particular, to verify the way the Beneficiary guarantees that the funds transferred by NAWA are spent in accordance with the provisions of the agreements concluded with NAWA, in particular in an expedient, economical, reliable and legal manner, as well as to verify whether double funding has taken place. Systemic inspections are performed at the Beneficiary's premises or at the place of project implementation. Additionally, a systemic inspection involves the analysis of source documents and accounting records related to the last final report submitted by the Beneficiary and accepted by NAWA. If on the day of the inspection the Beneficiary has not submitted any final report under the implemented projects, the inspection is subject to the last of the submitted and accepted partial reports.

5. Monitoring visits:

Monitoring visits are a form of inspection at the Beneficiary's seat, the purpose of which is to verify the implementation of the Project at the place where substantive activities described in the Application are carried out.

In the case of inspections carried out at the Beneficiary's seat or at any other place related to Project implementation, apart from producing all supporting documents, the Beneficiary must provide the Agency with access to the records of costs incurred under the Project contained in the Beneficiary's books of accounts.

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

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

6. SUSPENSION OF THE FUNDING AND TERMINATION OF THE AGREEMENT

The Agency Director may suspend Project funding (until the doubts have been resolved in this respect), in the following cases:

- 1) the Agency finds irregularities in Project implementation or other circumstances threatening its proper implementation;
- 2) the Beneficiary fails to submit at least one of the reports on time, submits an incomplete or incorrect report, or needs to submit explanations or corrections in accordance with the Agreement or the Regulations;
- 3) the Beneficiary disburses funds contrary to the Agreement, including contrary to the budget being an integral part of the Application, or fails to achieve the planned results at a given stage of Project implementation;
- 4) the Beneficiary fails to submit documents requested by the Agency within the prescribed time limit, to provide explanations, or to submit to inspection activities.

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

The Agreement may be terminated by the Agency with immediate effect in the event of the following situations:

- 1) gross violation of the provisions of the Agreement, which justifies immediate termination of the Agreement without prior withholding of funding, in particular if a significant part of the funds (more than 50% of the allocated amount) is spent contrary to the Agreement;
- 2) failure to submit the report(s) within the specified time limit, as well as failure to correct or complete the report in accordance with the Agreement or the Regulations;
- 3) failure to remedy the irregularities identified in the course of an inspection within the specified time limit;
- 4) the Beneficiary's delay in implementing the Project (including the occurrence of a force majeure event lasting for a total period of 30 days or more) to such an extent that, in the Agency's

opinion, it is unlikely that the Project will be completed within the timeframe specified in the Agreement;

- 5) inclusion by the Beneficiary of false information or false statement in the Application or the Reports;
- 6) refusal or restriction towards the Agency or other qualified entities to carry out supervision, inspections or audits, and in particular to have access to documentation;
- 7) refusal to conclude a separate agreement with the Agency regarding the transfer of copyrights to all works created under the Project.

In the event of termination of the Agreement, the Beneficiary is obliged to return the funds received under the Agreement or in the parties' agreement on the termination of the Agreement.

7. Documentation of expenses in the case of real costs

All expenses incurred under the Project must be documented. The documents confirming the expenses incurred by the Beneficiary (or a Partner) are in particular:

- 1) invoices or other accounting documents of equivalent probative value together with proof of payment,
- 2) in the case of depreciation: depreciation tables together with accounting documents, e.g. in the form of a bookkeeping order or other documents used by the Applicant to show the amount of depreciation write-offs.

Accounting documents documenting Project 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 should be permanently attached to it. The model Accounting document description constitutes an appendix to the Beneficiary's Manual.

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 inspection 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 of law, must be incurred in a competitive manner. It is the Beneficiary's responsibility to ensure the competitiveness of the Project expenses.

8. Storage of documents

Project documents and accounting records related to Project implementation must be kept at the Beneficiary's seat for 10 years from the date of completing Project implementation. If it is necessary to extend this period, 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 inspection or audit purposes.

9. Value Added Tax (VAT)

Expenses under the Project may include the cost of Value Added Tax (VAT). These expenses will be considered eligible 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 expense eligible.

10. 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.

11. Bank accounts and interest

Rules concerning nationally funded programmes

For the needs of Project implementation, the Applicant may maintain a joint bank account, dedicated exclusively to the Agency's Projects (account or sub-account).

Interest accrued on the bank account will be reimbursed in full to the Agency at the latest by 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 is no longer used for the implementation of projects funded by the Agency, 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's 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 referred to above as at 31 December of a given calendar year.

Rules concerning Programmes financed from the European Union funds under the Operational Programme Knowledge Education Development

For the needs of Project implementation, the Applicant is obliged to open a separate bank account, dedicated exclusively to the Project (account or sub-account).

Interest accrued on the bank account will be reimbursed in full to the Agency at the latest within 30 days of the Project completion date, to the bank account indicated by the Agency, unless separate provisions specify otherwise. The date of interest reimbursement will be the moment of crediting the Agency's 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 referred to above as at 31 December of a given calendar year.

VII. EVALUATION

The Beneficiary is obliged to participate in evaluation surveys concerning the Programme carried out by the Agency, the Ministry of Education and Science or another ministry, if the Programme is the implementation of a task delegated to the Agency by this ministry, on terms and conditions specified by these entities, from the day of signing of the Agreement to 5 years after the end of project implementation.

In the case of Programmes financed from PO WER funds, the Beneficiary is also obliged to participate in evaluation studies conducted under PO WER.

Participation of the Beneficiary in the Project evaluation carried out by the Agency includes filling out by the Beneficiary the evaluation questionnaire made available online by the Agency within 30 days of the day of the Project completion. Any further obligations of the Beneficiary related to evaluation under the Programme are described in the Announcement.

VIII. INFORMATION AND PROMOTION

1. Information and promotion for programmes financed from national funds

All information and promotion materials of the Beneficiary and any document that is made publicly available or used by the Project Participants, including any certificates of participation or other certificates financed under the Project, should contain information about receiving funding from the Agency, including the logotype of the Agency, available for download from the website www.nawa.gov.pl.

Materials and other results of the Project which do not indicate the Agency as the financing institution of the Project will not be considered as results of the Project and will not be taken into account in its settlement.

If a given article or scientific material is published in a journal thanks to the support funded under a Programme, the author or co-author of the publication who is affiliated with the Applicant is obliged to include in the text information about the financing obtained from the Agency's resources (e.g. "This article has been supported by the Polish National Agency for Academic Exchange under the [name]

programme"). Failure to include such information may result in the costs related to this publication being deemed non-eligible.

If a given article or scientific material is published in a journal thanks to support funded under a Programme, the Agency recommends that the Applicant without delay provide open access to the publication under a free licence (e.g. Creative Commons CC BY) or at least to the preprint if the publisher licence does not cover the open publication of the final version of the published text.

The specific requirements and arrangements for copyright and licensing to the Agency are contained in the Agreement and may be modified as needed by the Applicant with the consent of the Agency.

2. Information and promotion under Programmes co-financed from European Union funds under the Operational Programme Knowledge Education Development

In addition to the rules provided in para. 1, in the case of implementation of projects financed from PO WER funds, the Beneficiary is obliged to apply additional requirements listed below.

In order to inform the public (including the recipients of the project's results) as well as persons and entities participating in the project about the obtained funding, it is necessary to use branding with the **European Funds sign, the colours of the Republic of Poland, the Agency's logo and the European Union sign**.

Detailed visualisation rules in the Agency's Programmes financed from EU funds under Operational Programme Knowledge Education Development (Measure 3.3. Internationalisation of higher education) constitute an appendix to the Beneficiary's Manual.

Specimens of the required signs and logos are available on NAWA's website www.nawa.gov.pl.

IX. PERSONAL DATA PROCESSING

The implementation of projects under the Agency's Programmes involve the processing of personal data of representatives of applicants/partners, beneficiaries, persons participating or involved in the implementation of the projects, including contact persons, project staff, event/meeting attendees, and project participants.

The above data are processed in the following data controllers' files:

- 1) Polish National Agency for Academic Exchange;²

² The controller of the personal data processed in the Agency's ICT System is the Director (Article 14(4) of the NAWA Act).

- 2) Minister in charge of regional development, acting as Managing Authority for the Operational Programme Knowledge Education Development 2014–2020 (if applicable).³

1. Processing of personal data under the Agency's programmes financed from national funds

Personal data processed in the files of the Polish National Agency for Academic Exchange will be used for the following purposes:

- 1) to complete the call for applications under the Programme,
- 2) to select the beneficiaries and to conclude funding agreements with them,
- 3) to perform concluded agreements and to ascertain or defend against possible claims related to the agreement,
- 4) to comply with the Agency's legal obligations.

The data may be used to inform about other, future Agency calls for applications matching the applicant/beneficiary's profile, only if the applicant/beneficiary voluntarily agrees to provide such information. Such consent may be withdrawn at any time.

The 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.

The submission of data is voluntary, but necessary for participation in the call for applications and for conclusion of agreements. This means that refusal to submit data means leaving the project funding application unprocessed.

The basis for processing personal data in the collections of the Polish National Agency for Academic Exchange is Article 6(1) points (b), (c), (e), and (f) of the General Data Protection Regulation (GDPR). In the case of consent to be informed about other, future calls, the basis for processing is Article 6(1)(a) of the GDPR.

The Polish National Agency for Academic Exchange as controller of personal data may transfer data for processing to the Agency's staff or external experts in connection with the above purposes.

The transfer of personal data to the above-mentioned entities or persons outside the European Economic Area (Member States of the European Union, Iceland, Norway and Liechtenstein) will take place pursuant to standard data protection clauses adopted or approved by the European Commission. The data subject is entitled to receive a copy of the data transferred outside the EEA.

Personal data of:

³ If the source of financing for the Agency's programme are European Union funds under the Operational Programme Knowledge Education Development (Measure 3.3. Internationalisation of higher education), personal data of representatives of applicants/partners, beneficiaries, persons participating or involved in the implementation of projects, including contact persons, project staff, event/meeting attendees, and project participants, are processed (apart from the Agency's files) in files for which the controller is the minister in charge of regional development, acting as the Managing Authority for the Operational Programme Knowledge Education Development 2014–2020.

- 1) applicants will be used for a period of 5 years from the date of announcement of call for applications results,
- 2) beneficiaries will be used for a period of 5 years from the termination of the scholarship agreement;
- 3) persons participating or involved in the implementation of the projects will be used for a period of 5 years after the termination of the Agreement.

Data subject has the right to:

- 4) request access to their personal data from the Agency;
- 5) correct, delete or restrict the use of their personal data;
- 6) data portability;
- 7) lodge a complaint with the supervisory body (President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa).

– on the terms and conditions stipulated in the GDPR.

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

2. Data processing under the Agency's Programmes co-financed by the European Union under the Operational Programme Knowledge Education Development

The implementation of projects under the Agency's Programmes financed from EU funds involve the processing of personal data of representatives of applicants/partners, beneficiaries, persons participating or involved in the implementation of the projects, including contact persons, project staff, event/meeting attendees, and project participants.

The aforementioned personal data are processed the within collections:

1. "Operational Programme Knowledge Education Development"
2. "Central Communication and Information System Supporting the Implementation of Operational Programmes"

The controller of the personal data is the minister in charge of regional development, acting as Managing Authority for the Operational Programme Knowledge Education Development 2014–2020. The Controller decides on the purposes and means of personal data processing and the scope of personal data processing.

The purpose of the processing of personal data within the aforementioned collections is as follows:

1. applying for EU funds and implementing projects, in particular confirming the eligibility of expenses, providing support to project participants, evaluating, monitoring, inspecting, auditing, reporting and carrying out information and promotional activities under the Operational Programme Knowledge Education Development 2014–2020;
2. ensuring compliance with the information obligation to provide the public with information on entities receiving support from the Operational Programme Knowledge Education Development 2014–2020.

The provision of personal data by persons for processing is a necessary requirement for the above purpose. The consequences of not providing personal data arise from the law, including preventing

participation in a project implemented under the Operational Programme Knowledge Education Development 2014–2020.

The legal basis for processing personal data are Article 6(1)(c) and Article 9(2)(g) of the General Data Protection Regulation (GDPR).

The Agency, as a beneficiary of an out-of-competition project, was entrusted with the processing of the above personal data under the agreement signed with the Intermediate Body (National Centre for Research and Development) for the co-financing of the out-of-competition project implemented under Measure 3.3 of PO WER, which is the source of financing of the Agency's Programme.

Under the terms of the above-mentioned agreement for the co-financing of the out-of-competition project, the Agency may entrust the processing of personal data to institutions participating in the implementation of the out-of-competition project (among others, universities, and research and scientific institutes with which contracts for financing projects under the Agency's Programme have been concluded), as well as specialist companies carrying out evaluations, inspections and audits under the Operational Programme Knowledge Education Development 2014–2020 on behalf of the beneficiary.

The detailed scope, conditions and method of personal data processing and the obligations in terms of collecting personal data of the institution to which the Agency entrusts the processing of the aforementioned personal data have been indicated in the model project funding agreement, which constitutes an attachment to the Regulations.

The data will be stored for the period necessary to fulfil the purpose of the processing, until the expiration of the obligation to store the data under the law.

Data subject has the right to:

1. access their personal data;
2. request their rectification, erasure or restriction of their processing;
3. lodge a complaint with the supervisory authority responsible for personal data protection, which is the President of the Office for Personal Data Protection.

on the terms and conditions stipulated in the GDPR.

Contact details of the data protection officer in the PO WER Managing Authority, iod@miir.gov.pl.

Contact information of the data protection officer at NAWA: odo@nawa.gov.pl

Attention! In the case of the processing of personal data under the Agency's programmes financed by the European Union under the Operational Programme Knowledge Education Development (Measure 3.3. Internationalisation of higher education), data will be collected in parallel in the Agency's files (due to the Agency's tasks and the needs of the Agency's ICT system for managing its programmes).

X. CHANGES IN THE REGULATIONS

The Agency reserves the right to amend these Regulations. The changes are effective upon their publication.

Applications submitted prior to the publication of changes to the Regulations require to be re-submitted by the Applicant if their provisions are inconsistent with the introduced changes. The Agency will notify all Applicants who have submitted applications before the publication of changes to the Regulations by sending information via the Agency's ICT System.

Changes aimed to make order or clarify a matter or to correct obvious errors in the Regulations do not require a separate notification, subject to the publication of their content by the Agency.

XI. CONTACT WITH THE AGENCY

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