



REGULATIONS OF EXCHANGE PROGRAMME FOR STUDENTS AND SCIENTISTS
AS PART OF BILATERAL COOPERATION
- OFFER FOR OUTGOING STUDENTS AND SCIENTISTS – ACADEMIC YEAR
2021/2022

Warsaw 1 October 2020

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1. GENERAL INFORMATION ABOUT THE PROGRAMME

1.1. Basic terms and abbreviations

- 1) **Agency, NAWA** – the Polish National Agency for Academic Exchange
- 2) **Scholarship Holder** - person who has been awarded funds under the Programme
- 3) **Director** - director of the Polish National Agency for Academic Exchange
- 4) **External Expert** - person conducting, at the request of NAWA, substantive assessments of applications submitted under the call for proposals
- 5) **Call for proposals** - call for proposals for participation in the Programme
- 6) **Host Centre** – foreign research or academic centre hosting the Scholarship Holder
- 7) **Programme** – personal exchange of students and academic teachers in higher education based on international agreements and bilateral cooperation at the national or departmental level
- 8) **Regulations** – these Programme Regulations
- 9) **Partial studies** - studies lasting one or two semesters at the host university
- 10) **The Agency's ICT system** - system in which selection and assessment of applications as well as assessment of reports submitted by the Scholarship Holder are conducted
- 11) **Scholarship** - funds granted under the Programme and paid by the Agency
- 12) **PNAAE** – the Act of 7 July 2017 on the Polish National Agency for Academic Exchange
- 13) **Applicant** - natural person meeting the requirements set out in the Regulations, who has submitted or plans to submit application for participation in the Programme
- 14) **Assessment team** - team consisting of external Experts appointed by the NAWA Director in order to conduct substantive assessment of applications within the scope indicated in the Regulations

1.2. Main objective of the Programme

The aim of the Programme is to increase the internationalization of Polish higher education through the exchange of students and academic teachers based on international agreements between Poland and partner countries indicated in the regulations, as well as bilateral cooperation at the national or departmental level. Scholarship stays under the Programme will allow for establishing or developing already existing cooperation between academic centres in Poland and abroad, as well as for increasing the specialist competences of the representatives of the academic community participating in them. Thanks to the exchange of students and scientists under international agreements, relations between partner countries will be developed, as well as mutual understanding, trust and respect will be amplified.

Mobility under the Programme may last from 5 days to 12 months in a given academic year - **depending on the provisions of the agreement on the basis of which international (bilateral) cooperation is conducted**. If an international agreement sets forth the payment of the scholarship by the sending party, the Programme shall provide funds in the form of a scholarship in connection with the Scholarship Holder's stay in the foreign Host Centre, in the amount depending on the country of stay and the stage of the Scholarship Holder's academic career.

If the international agreement provides for the payment of the Scholarship by the receiving party, the payment of the Scholarship shall be made by the receiving party, in the manner and in the amount provided for by the regulations of the host country.

The offer under the Programme applies to mobilities which will take place in the academic year 2021/22¹ (in justified cases, starting from August 15, 2021) as well as summer schools and summer language courses, which will take place in the summer of 2021 .

1.3. Detailed objectives of the Programme

Under the Programme, shall be eligible the mobilities the purpose of which is:

- 1) completion of a scientific internship;
- 2) completion of partial studies;
- 3) completion of university studies (second cycle or doctoral studies²);
- 4) scientific visit (i.e. short scientific stay from 5 to 21 days);
- 5) participation in a summer school of the language and culture of the partner country;
- 6) conducting classes in the Host Centre;
- 7) other form or forms of scientific or academic activity related to the completion of studies, doctoral dissertation or research work.

In the application, the Applicant shall present one or more of the above-mentioned activities which he/she intends to implement in the foreign Host Centre, indicating their objectives, importance for his/her studies or the development of his/her scientific career, and justifying the selection of the Host Centre for the planned activities. The applicant shall also attach the invitation from the Host Centre, confirming the will to admit the Scholarship Holder for the period requested, unless the detailed terms of applying for the stay in a given country specify otherwise.

¹ This does not apply to Japan, mobilities to which will take place in 2022, and Taiwan, whose offer allows for the implementation of full supplementary or doctoral studies as part of a scholarship stay starting in 2021.

² This applies to mobilities to Japan and Taiwan

1.4. Programme schedule³



³ Does not apply to language and culture summer schools; in addition, in the case of the Recruitment for mobilities to certain countries (e.g., Japan, Mexico), the dates may differ from those indicated.

2. APPLICATION PROCEDURE

2.1. Eligible applicants

The following natural persons may apply to participation in the Program::

- 1) attending first-cycle studies, uniform master studies or second-cycle studies at Polish universities or
- 2) enrolled in doctoral schools or attending doctoral studies in:
 - a) Polish universities referred to in the Act of 20 July 2018 Higher Education and Science Law in connection with art. 279 item 1 of the Act of 3 July 2018 - Regulations introducing the Act - Higher Education and Science Law,
 - b) scientific institutes of the Polish Academy of Sciences, operating under the Act of 30 April 2010 on the Polish Academy of Sciences,
 - c) research institutes operating on the basis of the Act of 30 April 2010 on Research Institutes,
 - d) institutes operating within the Łukasiewicz Research Network, functioning on the basis of the Act of 21 February 2019 on the Łukasiewicz Research Network;
 - e) international research institutes established on the basis of separate acts operating in the territory of the Republic of Poland, or
- 3) being university graduates who have obtained their diploma no earlier than two years before the announcement of the call for proposals and who plan to travel to the country cooperation with which provides for the payment of the Scholarship by the receiving party; or
- 4) being academic teachers or - in special cases - other employees of a Polish university, a research institute of the Polish Academy of Sciences, a Polish research institute or an international research institute.

The Programme is open to students and academic teachers representing all fields of science, unless a given international agreement provides otherwise.

One Applicant may submit only one application under the Call for Proposals, covering a mobility to one country.

Before submitting your application, please review the notes on the country-specific criteria (e.g. age of applicants). For some countries, a list of universities where the Scholarship can be implemented is included in the country's offer (e.g. Mexico). Having an invitation or confirmation of existing cooperation shall constitute a prerequisite for obtaining the Scholarship (unless specific terms of the exchange with a given country state otherwise). The above shall not apply to summer courses. Scholarships for summer language courses are intended, in the first place, for students and academic teachers of foreign philology who wish to deepen their knowledge of the language of instruction.

2.2. Time and form of submitting applications

The call for Proposals under the Programme shall be carried out on the dates indicated below:

| Country | Deadline for submitting the application to the Agency |
|----------|---|
| Belarus | 18 December 2020 |
| Bulgaria | 18 December 2020 |

| Country | Deadline for submitting the application to the Agency |
|-----------------|---|
| China | 18 December 2020 |
| Croatia | 18 December 2020 |
| Czech Republic | 18 December 2020 |
| Egypt | 18 December 2020 |
| Greece | 18 December 2020 |
| Japan | 31 March 2021 |
| Kazakhstan | 18 December 2020 |
| North Macedonia | 18 December 2020 |
| Mexico | September 2021 |
| Romania | 18 December 2020 |
| Serbia | 18 December 2020 |
| Slovakia | 18 December 2020 |
| Taiwan | 18 December 2020 |
| Ukraine | 18 December 2020 |
| Hungary | 18 December 2020 |
| Vietnam | 18 December 2020 |

The deadline for submitting the application is 15:00:00 on the given date.

Note: it is possible to extend the above-mentioned foreign stay offer if further international agreements and cooperation programmes enter into force, as well as in the case of starting bilateral cooperation with other countries or receiving a scholarship offer by the Agency through diplomatic channels.

If a partner country withdraws from cooperation, the offer may be withdrawn, also after the substantive assessment of the applications is completed. Information about such fact shall be immediately available at: www.nawa.gov.pl.

The final decision on accepting candidates shall be made by foreign partners.

2.3. Submitting applications in the system

In order to submit the application:

- 1) register in the Agency's ICT system available at: www.nawa.gov.pl;
- 2) send the completed application together with necessary annexes electronically via the Agency's ICT system.

Only applications that are complete and meet all the requirements specified both in the announcement and in the Regulations shall be accepted under the Call for Proposals.

It shall be the responsibility of the Applicant to check whether the operation of sending the application was completed correctly. Model application of a candidate for a foreign mobility is attached as Annex 1 to the Regulations.

Detailed information on the scholarship offer and application procedures is available on the Agency's website in the tabs regarding mobilities to individual countries.

2.4. List of requires annexes to the application

The application has to be accompanied by:

- 1) **students of first-cycle, second-cycle or uniform master studies and university graduates who obtained their diploma not earlier than two years before the current Call for Proposals:**
 - a) a letter from the university supporting the Applicant's participation in the Programme, issued by the competent foreign cooperation office or another competent central university unit, **along with a grade point average certificate from the last year of studies**; model letter is attached as Annex 2 to the Regulations⁴
 - b) CV of the student taking into account his/her special achievements
 - c) research plan of the stay - the scope of tasks planned for implementation, together with the justification for the selection of the Host Centre
 - d) a letter of motivation justifying the intention to implement the mobility and describing the expected impact of participation on the further academic career
 - e) copies of diplomas with grades (for graduates of first or second cycle studies)
 - f) opinion of the supervisor or tutor from the Polish unit - opinion about the candidate and the planned project/programme of the stay
 - g) a copy of confirmation of admission to internship or studies by the foreign partner - unless the detailed description of the offer for a given country contains other information; this requirement shall not apply to language courses

- 2) **doctoral students, academic teachers and research workers:**
 - a) a letter from the university supporting the Applicant's efforts, issued by the competent foreign cooperation office or another competent central university unit; **in the case of doctoral students, the letter has to contain confirmation of the doctoral student status**; model letter is attached as Annex 3 to the Regulations
 - b) CV of the Applicant, including: education, research work with the indication of the institution and role in the project, internships, awards, additional scientific activity (membership in scientific societies and organizations) – not longer than 3 pages
 - c) list of publications – max 10 publications not older than from the last 5 years
 - d) research plan of the stay describing the activities planned to be carried out in the Host Centre together with the justification for the selection of the Host Centre
 - e) expected impact of participation in the Programme on the development of the scientific career of the applicant
 - f) opinion of the supervisor or tutor from the Polish unit - opinion about the candidate and the planned project/programme of the stay (the above shall not apply to persons with the dr hab. degree)
 - g) a copy of the highest degree obtained

⁴ University graduates who, at the time of submitting the application, do not have the status of a student, shall not be required to attach the letter from the university (the above applies only to mobilities to countries cooperation with which provides for the payment of the scholarship by the receiving party)

- h) a copy of confirmation of admission to the internship from the foreign partner or a copy of correspondence with the centre to which the candidate is planning his/her mobility (not applicable for language courses)

The application shall be made in Polish. Annexes to the application may be made in the Polish or English language version.

3. PROCEDURE OF ASSESSMENT AND SELECTION OF APPLICATIONS

3.1 Process of assessment of applications

Applications shall be subject to formal and substantive (merit-based) assessment. Only complete applications shall be submitted for substantive assessment.

3.2 Formal assessment

The purpose of the formal assessment is to verify the application in terms of meeting the formal criteria specified in the Regulations. During the formal assessment, the completeness of the application shall be analyzed. The application with all the fields completed in accordance with the Regulations and with all the required annexes shall be considered complete.

In the event of an incomplete application or an application requiring correction, the Applicant shall be requested via the Agency's ICT system to complete or correct the application **within 14 days from the date of sending the request**, with the instruction that failure to complete the application in time shall result in the application not being considered. It is possible to correct the application once within a given scope.

In the event of doubts as to the status of the Applicant, the Agency may request the Applicant to provide additional documents or explanations. Information on the need to provide additional documents/provide explanations to the application shall be sent electronically as a notification from the Agency's ICT system to the Applicant's e-mail address.

In order to communicate with the Applicant in the field of supplementing/correcting the application, the form of the communication shall be correspondence via the Agency's ICT system. After submitting the application, the Applicant shall be obliged to regularly check correspondence in the Agency's ICT system.

The following applications shall also be left without consideration:

- 1) submitted after the deadline specified in the announcement of the Call for Proposals;
- 2) not meeting the formal requirements specified in the announcement of the Call for Proposals for participation in the Programme.

3.3 Substantive (merit-based) assessment

The substantive assessment shall be performed by the Assessment Team appointed by the Agency Director and shall lead to the establishment of the ranking list of applications. Substantive assessment shall be carried out for applications which have met the formal requirements.

3.4 Substantive assessment criteria

The following criteria shall apply to students and graduates:

| Criterion | Score |
|--|-------|
| The past course of studies, academic achievements | 40 |
| Justification for the research mobility (or - in the case of persons submitting the application under the Programme again - for the extension of the stay), research plan, as well as justification for the selection of the Host Centre (if applicable) | 40 |
| Influence of participation in the research mobility on further academic development | 20 |
| SUM | 100 |

The following criteria will apply to doctoral students and academic teachers:

| Criterion | Score |
|---|-------|
| The past course of the scientific or academic career and the candidate's achievements, including in particular publications, participation in research projects, foreign internships. | 40 |
| Scientific value of the presented research project, justification for the mobility and the choice of the Host Centre | 40 |
| Influence of the stay on further academic development of the applicant | 20 |
| SUM | 100 |

Positive substantive assessment shall be awarded to applications which have obtained a total of at least 60 points.

3.5 Ranking list and results of the call for proposals

After the assessment, the Assessment Team shall prepare a ranking list of applications and submit it to the Agency's Director. The ranking list shall include:

- 1) applications with positive substantive assessment, including those recommended for financing;
- 2) applications rejected due to a negative substantive assessment - application which shall receive less than 60 points as a result of the final assessment shall be considered as not meeting the quality criteria, which means a negative substantive assessment. Consequently, it shall not receive funding.

Note (applies to Applicants whose scholarships are financed by the receiving party): Applicants shall be notified via the Agency's ICT system about the results of the procedure, and additional eligible persons shall be informed about the documents required by the Foreign Partner Institution and the date by which they are required to submit these documents to Agency. Foreign partner Institution may also impose additional requirements, including registration in their own ICT systems.

The Agency shall provide Foreign partner Institutions with information about the selected candidates together with the documentation submitted by them for consideration.

After receiving information from the Foreign Partner Institution that the submitted Applicants have been admitted by it, the Director of the Agency shall make decision regarding granting funds for the accepted persons. With regard to persons qualified for the stay and entitled to receive the Host Centre's scholarship, the Applicant shall receive information about the result of the recruitment proceedings, as well as the decision of the NAWA Director discontinuing the proceedings for granting funds (by the NAWA Director). In the above-mentioned decision, the Applicant shall be informed about further activities related to the mobility to the country where the scholarship is to be implemented.

3.6 Method of publishing information on the results of the call for proposals

The Agency shall notify the Applicant about the content of the decision. In addition, the list of entities which have been granted financial resources, including their names and surnames, shall be published on the Agency's website and in the Public Information Bulletin (BIP).

3.7 Appeal procedure

In the event of formal breaches in granting funds, the Applicant may request the Agency's Director to reconsider the case.

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

The request for reconsideration of the case should be submitted to the Agency Director in writing within 14 days from the date of receipt of the decision, to the following address:

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

or electronically to NAWA's incoming e-mail address in the form of an electronic document bearing a qualified electronic signature (trusted signature or personal signature or signature authenticated in a manner ensuring the possibility of confirming the origin and integrity of the verified data in electronic form).

Persons who have at any stage performed activities related to a given Application, including those involved in its assessment, may not participate in considering the request for reconsideration of the case. NAWA Director may employ external experts to decide on such requests.

The Applicant may lodge a complaint with the Provincial Administrative Court in Warsaw against the ruling on the inadmissibility of submitting the request for reconsideration of the case or the decision of the Agency Director, to the following address:

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

The complaint shall be lodged through the Director of the Polish National Agency for Academic Exchange 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 of the scholarship agreement with the Scholarship Holder qualified for mobility to a country agreement with which provides for payment of the scholarship by the sending party shall take place in the Agency's ICT system, based on the Director's final decision on granting funds under the Programme.

In the event of failure by the Applicant selected in the Call for Proposals to sign the scholarship agreement with the Agency, the funds may be awarded to the next Applicant from the ranking list.

If the Applicant is qualified for mobility to a country agreement with which provides for payment of the scholarship by the sending party, he/she may be obliged by the foreign partner to sign a scholarship agreement with the contents specified in the regulations of the host country.

5. OBLIGATIONS OF THE SCHOLARSHIP HOLDER

Obligations of the Scholarship Holder shall include:

- 1) implementation, in accordance with the application, of the studies' curriculum, scientific, didactic and other activities indicated in the application, on a continuous basis during the project implementation, while the period outside the Host Centre may not be longer than $\frac{1}{4}$ of the total duration of the stay (including conferences, holidays, occasional trips, other absences);
- 2) having at least basic health insurance, taking into account in particular insurance of costs of treatment and transport to hospital, covering the stay in the Host Centre as well as travel to the centre and return travel to Poland; Scholarship Holder who is a citizen of one of the European Union Member States, provided that he/she is insured there, shall be required to have at least the European Health Insurance Card, if the Host Centre is located in the European Union;

The obligations of the Scholarship Holder who receives the Scholarship paid by the Agency shall also include:

- 1) timely submission of the interim report (if required) and the final report, along with a certificate from the Host Centre that the planned stay has taken place.
- 2) immediate informing the Agency about changes in the project implementation;
- 3) informing the Agency about his/her scientific or didactic successes - both during the project duration and at the stage of reporting and evaluation - including publications created during or as a result of the stay/grant applications/implementation projects, etc.

- 4) placing the full name of the Polish National Agency for Academic Exchange in Polish or English on all publications resulting from the stay.
- 5) proper performance of the scholarship agreement, in particular settlement of the allocated funds.

6. FINANCING RULES

6.1 Project implementation period

The stay may be carried out for a period from 5 days to 12 months in a given academic year - **depending on the provisions of the agreement on the basis of which the cooperation is conducted**. The stay should be continuous. The offer shall apply to mobilities which shall take place in the 2021/22 academic year (in justified cases, from 15 August 2021 at the earliest) as well as summer schools and summer language courses, which will take place in the summer of 2021.⁵

SCHOLARSHIP RATES⁶

| Country | Monthly rate in PLN students | Monthly rate in PLN doctoral students, academic teachers and other employees of the university having master's degree | Monthly rate in PLN students Academic teachers with doctoral degree |
|-----------------|------------------------------------|---|---|
| Belarus | Scholarship of the Receiving party | 2000 | 3000 |
| Bulgaria | 1500 | 2000 | 3000 |
| China | 2200 | 2500 | 3700 |
| Croatia | Scholarship of the Receiving party | Scholarship of the Receiving party | Scholarship of the Receiving party |
| Czech Republic | 2200 | 2500 | 3700 |
| Egypt | 1500 | 2000 | 3000 |
| Greece | Scholarship of the Receiving party | Scholarship of the Receiving party | Scholarship of the Receiving party |
| Japan | Scholarship of the Receiving party | Scholarship of the Receiving party | n/a |
| Kazakhstan | 1500 | 2000 | n/a |
| North Macedonia | 1500 | 2000 | 3000 |
| Mexico | Scholarship of the Receiving party | Scholarship of the Receiving party | Scholarship of the Receiving party |
| Romania | 1500 | 2000 | 3000 |
| Serbia | 1500 | 2000 | 3000 |

⁵ This does not apply to Japan, mobilities to which will take place in 2022, and Taiwan, whose offer allows for the implementation of full complementary master studies or doctoral studies as part of a scholarship stay starting in 2021

⁶ Note: This does not apply to summer language courses. Summer language courses are each time financed by the Host Centre and the Applicant participating in them is not entitled to additional funding from the Agency's budget

| | | | |
|----------|------------------------------------|------------------------------------|------------------------------------|
| Slovakia | 2200 | 2500 | 3700 |
| Slovenia | Scholarship of the Receiving party | Scholarship of the Receiving party | Scholarship of the Receiving party |
| Taiwan | Scholarship of the Receiving party | Scholarship of the Receiving party | n/a |
| Ukraine | 1500 | 2000 | 3000 |
| Hungary | 2200 | Scholarship of the Receiving party | Scholarship of the Receiving party |
| Vietnam | 2200 | 2500 | 3700 |

It is possible for the Scholarship Holder, who receives a scholarship paid by the Agency, to apply in justified cases to the NAWA Director for a one-off random allowance in the amount of PLN 1,000 during their stay.

Under the Programme, the Scholarship Holders shall not be entitled to any benefits other than those listed above. After the start of the stay, it shall not be possible to increase the funds granted by the Director's decision.

Planned costs indicated in the application cannot be financed from other sources, including the Erasmus programme grant.

In order to receive the full scholarship rate for a given month, the Scholarship Holders have to stay in the Host Centre for at least 15 days in a given month⁷. In the case of a stay from 5 to 14 days in a given month, half of the scholarship rate shall be eligible. For a stay from 1 to 4 days in a given month, the Agency Director's scholarship for that month shall not be granted.

6.2 Payment rules

Under the project, the scholarship shall be disbursed:

- 1) in the case of stays up to 6 months - in one instalment, not earlier than 60 days before the date of commencement of the stay
- 2) in the case of stays lasting over 6 months - the first instalment for the period of 6 months shall be transferred not earlier than 60 days before the date of commencement of the stay, the second instalment for the rest of the period for which the Agreement has been concluded shall be transferred after receiving the electronic certificate from the Host Centre on continuation of the internship/studies/partial studies.

6.3 Suspending of the scholarship

Suspension of the scholarship may take place in cases specified in the scholarship agreement, in particular in the event of the Agency becoming aware of the termination of the stay, conflict with the Host Centre and gross irregularities in the implementation of the stay. After requesting the Scholarship Holder for explanation and receiving the required information, financing of the stay may be resumed.

⁷ Monthly periods shall be counted in accordance with Art. 110 et seq. of the Civil Code.

6.4 Termination of the scholarship agreement

Termination of the scholarship agreement may be effected in justified cases by mutual agreement of the parties, or in cases specified in the scholarship agreement (in particular, in the case of a gross breach of the provisions of the scholarship agreement), or when the Scholarship Holder has been disciplinarily punished or convicted by a final court judgment for an offense committed intentionally or an intentional tax offence.

6.5 Annexing the scholarship agreement

Amendments to the scholarship agreement may be introduced in justified cases by an agreement of the parties.

7. SUBMITTING REPORTS AND THEIR VERIFICATION

In the case of stays under the Agency Director's scholarship which are longer than 6 months, the Scholarship Holder shall be obliged to send to the Agency electronically an interim report in the form of a certificate of continuation of the internship/partial studies after the end of the 5th month such internship/partial studies, but not later than within 6 months from the day of their start; the certificate should be issued by the Hosting Centre not earlier than 14 days before the date of sending.

Within 30 days from the end of the foreign stay, the participant shall be obliged to provide the Agency with the report on the stay and the certificate from the Host Centre confirming that the planned stay has been implemented.

Failure to submit the final report along with the certificate within the indicated time limit may constitute the basis for not admitting the Scholarship Holder to the next Call for Proposals under the Programme announced by the Agency and for requesting him/her to return the received funds.

Model interim and final report for Scholarship Holders implementing mobilities who are entitled to the Agency Director's scholarship constitute part of the scholarship agreement. Model report for Scholarship Holders implementing mobilities who are entitled to the scholarship of the receiving party is attached as Annex 4 to the Regulations.

8. EVALUATION

Scholarship holders shall be obliged to participate in the Programme evaluation study conducted by the Agency. It is assumed that the Scholarship Holder may be invited to participate in the study once during the stay and once within 2 years from the end of the stay.

The Agency shall guarantee full confidentiality of opinions and information provided by the Scholarship Holder under the Programme evaluation and shall guarantee that the data obtained from the Scholarship Holder as a result of the evaluation shall not have any impact on the terms of payment of the awarded scholarship.

9. CHANGES TO THE REGULATIONS

NAWA reserves the right to change the Regulations also during the call for proposals, except for 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 shall be effective from the moment of their publication, made in an analogous manner as the announcement of the call for proposals. Applications submitted before the publication of the changes to the Regulations shall be re-submitted by the Applicant if their provisions do not comply with the introduced changes. NAWA shall notify all Applicants which submitted applications of the changes before their publication by sending information via the Agency's ICT system.

At the same time, NAWA reserves the right to introduce changes to the Regulations, which have an orderly, clarifying character, as well as to correct obvious errors, without separately informing about such changes, subject to the publication of the Regulations including the introduced changes, which shall also be the moment from which they start to be applicable.

The Agency reserves the right to cancel the call for proposals, in particular in the event of significant changes of the provisions of law affecting the conditions of conducting the Call for Proposals, occurrence of force majeure, termination of the international agreement by the foreign partner, withdrawal from bilateral cooperation by the foreign partner or in other justified cases

All information necessary for the proper conducting of the Call for Proposals shall be published by NAWA at: www.nawa.gov.pl. It is recommended that entities interested in applying for funds under the Call for Proposals familiarize themselves with the information posted on the abovementioned page.

10. PERSONAL DATA PROTECTION

The controller of personal data of Applicants, Scholarship Holders, External Experts and contact persons shall be the Agency (within the scope of the data processed in the Agency's ICT system, the controller shall be the Agency's Director).

The data shall be used for the following purposes:

- 1) conducting the process of selection and assessment of applications under the Programme,
- 2) selecting Scholarship Holders and conclusion of scholarship agreements with them,
- 3) implementation of the concluded scholarship agreements,
- 4) cooperation between the Agency and the project participants after the completion of the projects' implementation, including cooperation to promote the Programme.

Personal data shall 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 the Agency's employees, External Experts, diplomatic and consular offices, foreign partner institutions or representatives of Host Centres in connection with the implementation of the above-mentioned purposes.

The transfer of personal data to centres located outside the European Economic Area (European Union Member States, Iceland, Norway and Liechtenstein) shall be based on standard data protection clauses adopted or approved by the European Commission.

The legal basis for personal data processing constitutes Art. 6 item 1 letters b and letter e of the General Data Protection Regulation (GDPR). Data transfer shall be voluntary, but necessary for participation in the Programme. Refusal to provide the data shall result in leaving the Application without consideration or the inability of a specific person to participate in the Programme.

Personal data of Applicants shall be used for a period up to two years after the end of the Recruitment process. Personal data of Beneficiaries - shall be used for a period up to 25 years after the end of the Programme.

The data subject shall have the right to submit a request to the Agency regarding:

- 1) access to his/her personal data,
- 2) rectifying, deleting or limiting the use of his/her personal data,
- 3) objecting to the use of his/her personal data,
- 4) transferring his/her personal data

- on the terms set out in the GDPR. Moreover, the data subject shall have the right to lodge the complaint to the supervisory body (the President of the Personal Data Protection Authority at: ul. Stawki 2, 00-193 Warszawa).

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

11. CONTACT WITH THE AGENCY

Contact person in matters related to the Programme is:

Agata Bader
tel. 22 390 35 13
e-mail: agata.bader@nawa.gov.pl
(China, Japan, Kazakhstan, Taiwan, Vietnam)

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