

## POLAND MY FIRST CHOICE PROGRAMME REGULATIONS - supplementary call for proposals

second cycle studies

Warsaw, 23 November 2020

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# 1. GENERAL INFORMATION ON THE POLAND MY FIRST CHOICE SCHOLARSHIP PROGRAMME - SECOND CYCLE STUDIES

## 1.1. Basic terms and abbreviations

- 1) **Agency, NAWA** - the Polish National Agency for Academic Exchange;
- 2) **NAWA Director** - the Director of the Polish National Agency for Academic Exchange;
- 3) **External Expert** - a person commissioned by NAWA to conduct substantive assessment of applications for participation in the Programme submitted under the call for proposals. External expert may perform individual substantive assessment of Applications and be a member of the Assessment Team;
- 4) **Programme** - Poland my first choice Scholarship programme - supplementary call for proposals - second-cycle studies;
- 5) **Project** - NAWA non-competition project "Poland my first choice", to be implemented under the Operational Programme Knowledge Education Development, Measure 3.3 - Internationalization of Polish higher education.
- 6) **Regulations** - these Programme Regulations, available at: [nawa.gov.pl](http://nawa.gov.pl);
- 7) **Scholarship** - funds awarded to the Scholarship Holder based on the decision of NAWA Director under the Programme;
- 8) **Scholarship Holder** - a person who has been awarded funds under the Programme;
- 9) **SL2014 System** - central ICT system supporting implementation of operational programmes under the European Funds 2014-2020, including the European Social Fund;
- 10) **The Agency's ICT system** - the system referred to in Art. 14 of PNAAE in which selection and assessment of applications is conducted, together with other programme activities such as submission and assessment of Scholarship Holders reports;
- 11) **Financial Resources** - resources referred to in Art. 18 item 2 point 1 of PNAAE;
- 12) **PNAAE** - the Act of July 7, 2017 on the Polish National Agency for Academic Exchange (Journal of Laws of 2019, item 1582);
- 13) **HESL** - the Act of 20 July 2018 Higher Education and Science Law (i.e. Journal of Laws of 2020, item 85, as amended);
- 14) **Application** - a form filled in by the Applicant in the Agency's ICT system, submitted under a call for proposals in the Programme via the Agency's ICT system, including all required annexes;
- 15) **Applicant** - a natural person meeting the requirements set out in the Regulations, who has submitted or plans to submit application for participation in the Programme.

## 1.2. Programme Objective

Poland my first choice Scholarship programme – **supplementary call for proposals** is aimed at encouraging talented young people from the countries mentioned below to study at the best Polish universities.

The programme offers the Scholarship for second-cycle studies in the full-time mode at public and private universities in all fields of study conducted by the educational units with the highest scientific level - with the A and A+ categories (as of 28/09/2018), which are subordinate to the minister responsible for higher education and science. Scholarship Holders shall receive **monthly Scholarship** of PLN 2,000, paid during the statutory period of education in Poland. **At public universities, the Programme also offers exemption from tuition fees for the statutory period of education.** The financial terms of education at non-public universities supervised by the minister responsible for higher education and science are determined by the universities. The programme does not provide for financing of Scholarships in the fields of study conducted by universities supervised by other ministries.

The programme allows for taking up studies in Polish or in other languages. The Applicants shall independently choose the university and the field of study from among the educational offer of Polish universities and apply for the chosen field of study. The decision to admit the Applicants to studies shall be made by relevant university.

The Scholarship offer is addressed to foreigners - citizens of the following countries:

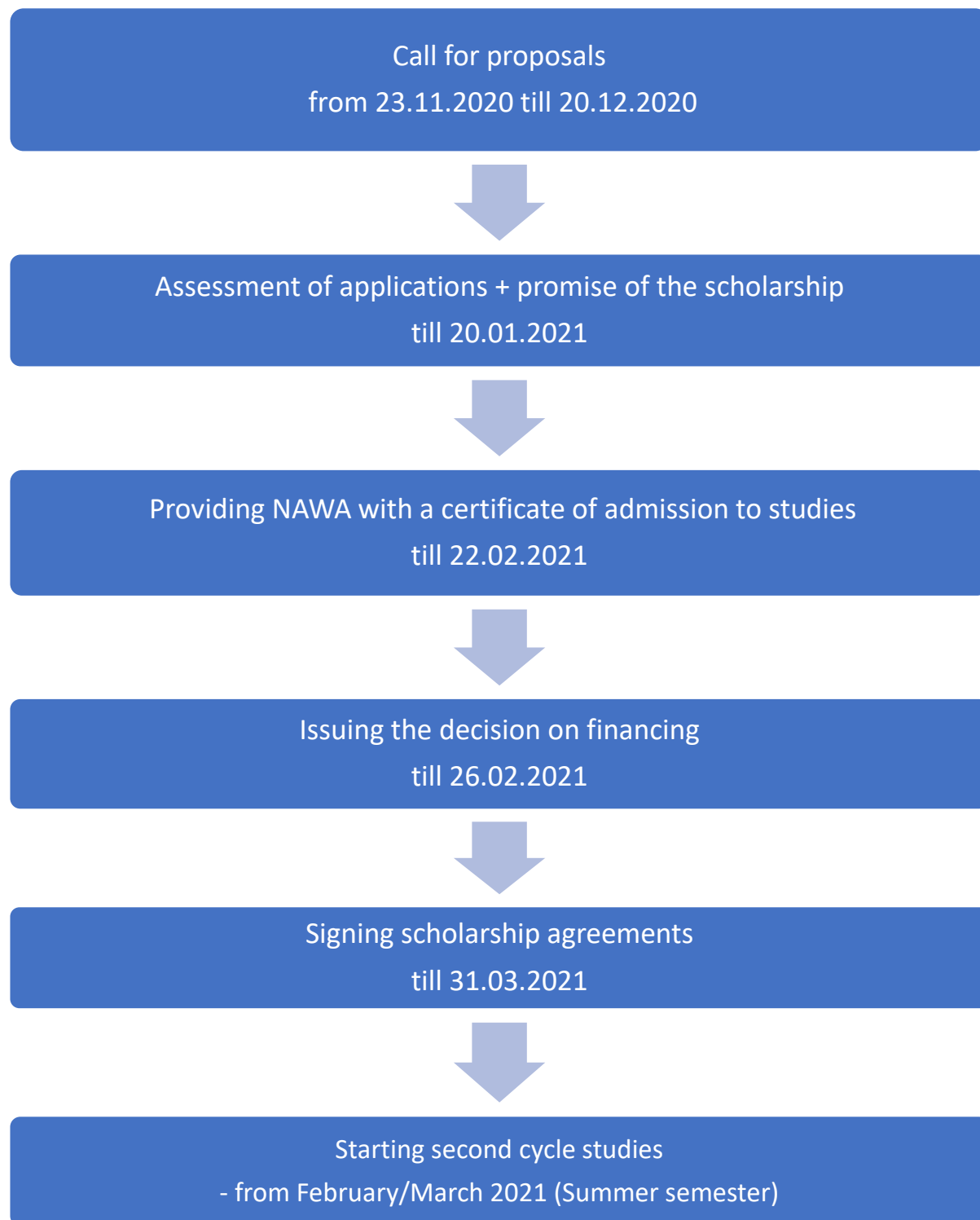
Australia	The Netherlands	New Zealand
Austria	Ireland	Portugal
Belgium	Iceland	Romania
Bulgaria	Israel	Singapore
Croatia	Japan	Slovakia
Chile	Canada	Slovenia
Cyprus	the Republic of Korea	Switzerland
the Czech Republic	Liechtenstein	Sweden
Denmark	Lithuania	Uruguay
Estonia	Luxemburg	the USA
Finland	Latvia	Hungary
France	Malta	Italy
Greece	Germany	the United Kingdom
Spain	Norway	

and with regard to Chinese citizens – for the residents of Hong Kong, Macau, and Taiwan.

The programme is implemented as part of the NAWA non-competition project, co-financed by the European Social Fund – the Operational Programme Knowledge Education Development, Measure 3.3 - Internationalization of Polish higher education.

## 2. APPLICATION PROCEDURE

### 2.1. Indicative Programme schedule



## 2.2. Eligible Applicants

Within the call for proposals under the Programme in 2020, foreigners who, at the time of the call meet all of the following criteria, may apply for the NAWA second cycle studies Scholarship in Poland:

- 1) are citizens of one of the following countries: Australia, Austria, Belgium, Bulgaria, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, the Netherlands, Ireland, Iceland, Israel, Japan, Canada, the Republic of Korea, Liechtenstein, Lithuania, Luxembourg, Latvia, Malta, Germany, Norway, New Zealand, Portugal, Romania, Slovakia, Slovenia, Sweden, Uruguay, the USA, Hungary, Italy, Great Britain, Switzerland, Singapore, or with regard to Chinese citizens - residents of Hong Kong, Macau, Taiwan;
- 2) do not have Polish citizenship and have not applied for it;
- 3) have obtained a diploma of completion of first-cycle studies in a Programme country (i.e. a country listed in point 1 or in Poland) not earlier than in 2017;
- 4) shall apply for admission to studies or, at the time of submitting the application to the Programme, are studying in the first semester of the first year of second-cycle studies in the fields of study conducted by units with category A and A + (as of 28/09/2018), subordinate to the minister responsible for higher education and science. During the call for proposals under the Programme, Applicants are required to provide **a confirmation or a promise of admission to such unit**;
- 5) have command of Polish or English languages at a minimum B2 level.

If the Applicant is not a citizen of a country where English is an official language, the command of the language has to be certified by the document indicated in item 2.5 of these Regulations.

## 2.3. Subjective scope of the call for proposals

As part of the Programme, applicants may apply for admission to all fields of second-cycle studies conducted by units with categories A and A + (as of 28/09/2018), supervised by the minister responsible for higher education and science, listed in the communiqué of the Minister of Science and Higher Education of 28 September 2018, on the scientific categories awarded to scientific units and universities, in which, in accordance with their statutes, no basic organizational units have been established. The list of such units is presented in Annex 1 to these Regulations and is also available at: <https://www.bip.nauka.gov.pl/kategorie-naukowe-przyznane-jednostkom-naukowym/komunikat-ministra-nauki-i-szkolnictwa-wyzszego-z-dnia-28-wrzesnia-2018-r-o-kategoriach-naukowych-przyznanych-jednostkom-naukowym-i-uczelniom-w-ktorych-zgodnie-z-ich-statutami-nie-wyodrebniono-podstawowych-jednostek-organizacyjnych.html><sup>1</sup>

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<sup>1</sup> Since 2018, due to the ongoing reform of the higher education system, the names of research units at universities may have changed or transformed. More information is available on the websites of individual universities.

The Programme offers:

- 1) the possibility of studying in Polish and another language at universities in Poland within the Programme starting from the summer semester of the 2020/2021 academic year;
- 2) exemption from tuition fees at public universities. In non-public universities, the terms of education shall be defined by the university. The financial conditions of education at non-public universities supervised by the minister responsible for higher education and science shall be determined by each university. In such cases, the issue of tuition fees should be agreed individually between the Scholarship Holder and the non-public university admitting him/her to studies. The issue of exemption from tuition fees for education remains within the competence of the host non-public university. Decisions on admitting Applicants to studies shall be made by universities;
- 3) monthly Scholarship.

## 2.4. Time limit and procedure for submitting applications

The call for proposals under the Programme shall be carried out from 23 November till 20 December 2020, until 15:00 CET (local time for Warsaw) only in electronic form in the Agency's ICT system, available at: [www.nawa.gov.pl](http://www.nawa.gov.pl). It shall not be possible to submit the Application after this date.

Sending the Application in the Agency's ICT system shall change the status of the Application to "submitted" and the Applicant shall receive the electronic message specifying the Application reference number.

One Applicant may submit only one Application. If more than one Application is submitted, the Application which was submitted first shall be subject to assessment, and other Applications shall be left without consideration. Only complete Applications shall be taken into consideration. By submitting the Application, the Applicant accepts the Programme Regulations.

## 2.5. List of required annexes to the Application<sup>2</sup>

- 1) scan of the passport page or ID card with visible name, surname and citizenship of the Applicant as well as the validity date of the document (other data should be obscured under the pain of recognition that the Applicant consents to their use);
- 2) outline of the planned master's thesis containing the description of the topic and concept of the thesis as well as the research problem and the research method;

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<sup>2</sup> Applicants are requested to edit/obscure any photos before attaching scans of required annexes and not to make the photos available (the image in the form of a photo constitutes redundant data). Attaching a document without an obscured photo shall be treated as the consent for the processing of personal data in this respect and for the storage of the photo in the NAWA database.



- 3) for Applicants who are not studying in Poland at the moment of submitting the Programme application - scan of the first-cycle studies diploma together with supplement to the diploma (list of credited courses), obtained not earlier than in 2017.
- 4) in the absence of the form of two-cycle studies in the higher education system of the Applicant's country of origin - copy of the master studies graduation diploma or its equivalent, obtained not earlier than 2017, together with supplement to the diploma;
- 5) for Applicants who are students of the first year of second-cycle studies in Poland - certificate from the university confirming the status of a student in the field of study conducted by a unit with category A or A + (as at 28/09/2018) subordinate to the minister responsible for higher education and science along with information on the planned date of graduation;
- 6) scan of a document confirming the command of Polish or English language at a minimum B2 level, e.g. a language certificate, certificate/diploma or other documents confirming the completion of secondary school/first-cycle studies with Polish or English as the language of instruction. The list of recognized English language certificates is attached as Annex 2 to these Regulations.

If the annexes are issued in a language other than Polish or English, their translation into Polish or English shall also be required.

### 3. PROCEDURE FOR ASSESSMENT AND SELECTION OF APPLICATIONS FOR FINANCING

Applications are subject to formal and substantive assessment.

#### 3.1. Formal assessment

The purpose of the formal assessment is to verify the Application in terms of meeting the formal criteria set out in these Regulations. If an incomplete Application is submitted, the Applicant shall be requested to supplement the deficiencies within 14 days from the date of receipt of the request, with the instruction that failure to supplement the Application shall result in leaving it without consideration. The Application has to be completed in the Agency's ICT system. It is possible to supplement the Application once within the time limit and within the scope indicated in the notification sent in the Agency's ICT system to the Applicant's e-mail address. Failure to correct or defective correction of the Application shall result in leaving it without consideration.

NAWA may also request the Applicant to provide additional documents or explanations. Information regarding the need to supplement the Application or provide additional explanations shall be sent by e-mail as a notification from the Agency's ICT system to the Applicant's e-mail address provided in the system. The form of communication with the Applicant within the scope of supplementing the Application/providing explanations shall be correspondence conducted in the Agency's ICT system, and in the working mode - e-mail correspondence. The Applicant shall be obliged to regularly check correspondence in the Agency's ICT system and in his/her e-mail box.

The formal assessment of Applications shall be performed by NAWA. Applicants shall be informed in the Agency's ICT system about the result of the formal assessment. Positive result of the formal assessment of the submitted Application (along with the required annexes) constitutes the condition for admitting the Applicant to the substantive assessment stage under the Programme. If the Application is left without consideration, the Applicant may submit the request for reconsideration of the case, pursuant to art. 25 item 2 of PNAAE.

Applicants planning to start their studies in Poland from the 2020/2021 summer semester, who successfully pass the substantive assessment stage (more in item 3.2.3 of these Regulations) shall be required to provide NAWA with **a certificate confirming admission to studies**.

The assessment of the process of submitting these documents constitutes a component of the formal assessment of the Applicant and shall be carried out by NAWA.

Applications shall not be considered if they:

- 1) are submitted after the time limit specified in the announcement of the call for proposals,
- 2) do not meet the formal requirements specified in the announcement of the call for proposals for participation in the Programme, including situations where they:
  - a) do not contain all required annexes to the Application,
  - b) the certificate confirming admission to studies has not been attached to them within the time limit specified in these Regulations.

## 3.2. Substantive assessment

### 3.2.1. General information

The substantive assessment of Applications shall be carried out by the Qualification Commission appointed by the NAWA Director on the basis of the results of interviews with Applicants. Interviews shall be conducted on the basis of the master's thesis presented in the Application (description of the topic and concept of the thesis, research problem and research method); they shall also refer to the scientific activity of the Applicant in the field of science related to the field of study (the Applicant's current activity, interests and plans).

The Qualification Commission shall consist of the chairman and members of the Commission - External Experts in the field of science covered by the interview (defined in accordance with the Regulation of the Minister of Science and Higher Education of 20 September 2018 on the fields of science and scientific disciplines and artistic disciplines (Journal of Laws of 2018, item 1818). NAWA shall publish annually the alphabetical list of External Experts participating in the assessment of Applications in a given calendar year, jointly for all programmes.

The interviews shall be held in the form of videoconference. Applicants whose Applications passed to the substantive evaluation stage shall be notified about the date of the interviews via e-mail.

### 3.2.2. Detailed rules of substantive assessment

The substantive assessment of Applications shall be performed by the Qualification commission in the form of interviews based on the following criteria:

No.	Description of the criterion	Assessing unit	Score
1.	Knowledge in the field of science related to the Applicant's field of study based on the outline of the proposed diploma thesis (topic and concept of the thesis, research problem and research method).	Qualification commission	0-60
2.	The scientific activity of the Applicant based on: - previous activity related to the planned field of study and the proposed topic of the thesis, e.g. publications, participation in conferences (speaker, poster) participation in research projects (0-15 points) - previous activities related to another field of science, e.g. publications, participation in conferences, participation in workshops (0-15 points) - other past research activities, e.g. received distinctions, awards (0-10 points)	Qualification commission	0-40
Total:			0-100

The Applicant has to obtain a total of at least 40 points, including no less than 30 points in criterion no. 1 – “Knowledge in the field of science related to the Applicant's field of study based on the outline of the proposed diploma thesis”, in order to obtain a positive substantive assessment.

In the event of obtaining the same result of the substantive assessment, the Scholarship shall be awarded to the Applicants who plan to start studies in Poland.

In justified cases, the NAWA Director may extend the period of conducting the substantive assessment.

### 3.2.3. Conclusion of the call for proposals and information about the results

The conclusion of the call for proposals shall be made in two stages:

- 1) stage 1: on the basis of the results of the substantive assessment, a ranking list of Applications recommended for funding shall be created, the Applicants of which shall receive **a promise** of granting the Scholarship from the NAWA Director,
- 2) stage 2: **approval of granting funds under the Programme** for Applicants who, within the time limit indicated by NAWA, provide a certificate of admission to studies at a unit with category A or A + issued by relevant university.

The Chairman of the Qualification Commission shall create a ranking list of Applicants based on the results of the interviews and, along with the recommendations to award the Scholarship to specific Applicants from the list, shall submit it for approval by the NAWA Director.

The ranking list shall include:

- 1) Applications recommended for the Scholarship, i.e. Applications which have obtained the highest number of points and a positive substantive assessment;
- 2) Applications not recommended for funding:
  - a) Applications with a positive substantive assessment, which cannot be awarded financing due to the exhaustion of funds;
  - b) Applications with a negative substantive assessment, i.e. Applications which in the course of the substantive assessment have been awarded less than 40 points or less than 30 points in criterion 1 – “Knowledge in the field of science related to the Applicant's field of study based on the outline of the proposed diploma thesis”. These Applications shall be considered as not meeting the qualitative criteria and the Applicant shall not receive funding even with sufficient funds dedicated to the Programme.

The NAWA Director, within the limit of places allocated to the Programme, shall give the Applicants from the list of Applications recommended for the Scholarship **the promise** to grant financial resources. Applicants, by **22 February 2021**, are required to complete the formalities related to admission to studies at a university and to provide a certificate confirming this fact to NAWA. Certificates delivered after this date shall not be taken into consideration, and participation in the Programme shall be offered to the next Applicant from the ranking list. We suggest that the Applicants from the ranking list with a positive substantive assessment, who are ranked directly behind those recommended for financing, also provide confirmation of admission to studies at the unit which meets the Programme requirements within the indicated time limit - until 22 February 2021, so that they can receive funding if a place on the list of Applications recommended for financing becomes vacant.

By 26 February 2021, the NAWA Director shall issue the decision on granting or refusing to grant funds under the Programme to Applicants, based on the total number of points obtained in the substantive assessment and the documents.

The NAWA Director may decide not to grant financing to the Applications recommended for funding. The grounds for refusal to grant financing shall be in particular:

- 1) the Applicant's resignation from participation in the Programme,
- 2) the Applicant being in arrears with obligations towards NAWA,
- 3) NAWA obtaining information affecting the process of granting funds for the implementation of the Programme,
- 4) lack of available funds for the implementation of the Programme,
- 5) other circumstances preventing the Applicant from participation in the Programme.

**The decision of the NAWA Director on granting the right to undertake and pursue studies, granting the Scholarship and exemption from tuition fees (only at public universities) or refusing to grant the**

Scholarship under the Programme shall be communicated to the Applicant in the Agency's ICT system. The list of Scholarship Holders shall be published on the NAWA's proprietary page in the Public Information Bulletin (BIP).

### 3.3. Choice of studies and recruitment

1. The Applicant shall be obliged to familiarize himself/herself with the rules and schedule of admission to studies in force at the university of his/her choice and in the chosen field of study.
2. As part of admission to studies, universities may hold additional examinations.
3. Applicants are required to complete all formalities within the deadlines required by the university.
4. The universities in Poland operate a system of electronic registration of candidates. Persons applying for studies under the Programme should register in the university's internet systems on the dates required by the university and on the terms specified for foreigners, and in line with the terms of the NAWA Scholarship.
5. Decisions on admitting candidates to studies shall be made by universities. In order to be able to meet the requirement to submit a certificate of admission or a promise to be admitted to studies in a selected field of study in a timely manner, Applicants should take part in the recruitment proceedings for studies in parallel to the call for proposals under the Programme.
6. Non-public universities shall define their own financial terms of education.
7. NAWA shall not refund registration fees.

### 3.4. Appeal procedure

1. In the event of formal infringements at awarding funds, the Applicant may request the Director of NAWA to reconsider the case.
2. The request for reconsideration of the case may include reservations only as to formal issues in the process of granting funds, and not 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 that the submission of the request for reconsideration of the case is inadmissible.
3. The request for reconsideration of the case shall be submitted to the NAWA 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 by e-mail to the incoming e-mail address of NAWA in the form of an electronic document bearing a qualified electronic signature (a trusted signature, a personal signature, or signature authenticated in a manner ensuring the possibility of confirming the origin and integrity of the verified data in electronic form).
4. Persons who at any stage performed activities related to a specific Application, including those involved in its assessment, may not participate in considering the request for

reconsideration of the case. NAWA Director, for considering the above-mentioned requests, may employ external experts.

5. The Applicant may file a complaint against the ruling stating the inadmissibility of submitting the request for reconsideration of the case or the decision of NAWA Director to the Provincial Administrative Court in Warsaw at: ul. Jasna 2/4, 00-013 Warszawa. The complaint shall be submitted 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 above-mentioned ruling or decision.

## 4. SCHOLARSHIP AGREEMENT

The Applicant shall acquire the status of the Scholarship Holder upon the decision of the NAWA Director issued under the Programme.

Conclusion of the Scholarship Agreement with the Scholarship Holder shall take place on the basis of the NAWA Director's decision granting funds under the Programme. On the basis of the decision of the NAWA Director, the Scholarship Holders shall undertake and continue their studies in Poland. The Agreement shall be concluded between the National Agency for Academic Exchange and the Scholarship Holder until 31 March 2021.

The Agreement shall be drawn up in Polish and English. The model Agreement is attached as Annex 3 to these Regulations.

## 5. SCHOLARSHIP HOLDER'S RIGHTS AND OBLIGATIONS UNDER THE PROGRAMME

1. The Scholarship Holder undertakes in particular to:
  - 1) Legalize his/her the stay in the territory of the Republic of Poland and present, at the request of NAWA or the university, a document confirming the legalization. Information on this subject is provided, for example, by diplomatic missions or relevant organizational units at universities;
  - 2) regularly attend classes provided for in the studies' curriculum;
  - 3) comply with the provisions of these Regulations, the Scholarship Agreement and the documents they refer to as well as the terms of studies in accordance with the regulations in force at the university conducting the studies;
  - 4) timely submit certificates after the first semester in a given academic year and annual reports;
  - 5) participate in events organized by the Agency;
  - 6) participate in the evaluation of the Programme - filling in the evaluation questionnaire and participation in other evaluation activities carried out by NAWA;
  - 7) have the following insurances:
    - a) health insurance policy or the European Health Insurance Card for a given academic year, or

- b) universal health insurance within the meaning of the provisions of the Act of 27 August 2004 on health care services financed from public funds (i.e. Journal of Laws of 2020, item 1398, as amended), or
    - c) confirmation that the insurer covers the costs of treatment in the territory of the Republic of Poland,
  - and present, at the request of NAWA or the university, a document confirming the possession of the insurance,
  - 8) inform NAWA of any events and situations that may affect the implementation of the Programme by the Scholarship Holder, including information of obtaining a student leave.
2. The Scholarship Holder shall have the right to:
- 1) obtain the Scholarship in accordance with the Programme Regulations;
  - 2) change the field of study in the following manner:  
changing the field of study requires the Scholarship Holder to submit the request to NAWA along with justification as well as a certificate of admission to the selected field of study at the unit with the A or A + category.
  - 3) change the university where the Scholarship Holder plans take up studies or is studying in the following manner:  
changing the university requires submitting by the Scholarship Holder the request to NAWA along with the justification and a promise of admission to the selected unit supervised by the minister responsible for higher education and science, with category A and A + (as of 28/09/2018) in the field of science compliant with the Scholarship Holder's field of study.

Decisions on changing the university shall be made by the NAWA Director, who may consult relevant Team.

## 6. SCHOLARSHIP PAYMENT RULES

- 1. The NAWA Director's Scholarship shall be awarded for the statutory period of studies, i.e. for the number of semesters provided for in the regulations of the given studies.
- 2. The Scholarship shall amount to PLN 2,000 per month for second-cycle students.
- 3. The Scholarship shall be paid for a maximum of 12 months in the academic year, starting from the first month of studies; in particular, if the decision on financing is issued during the academic year, the Scholarship shall be awarded for a period shorter than 12 months in the academic year. If the studies end in the winter semester, the Scholarship shall be paid for a maximum of 5 months in this academic year.
- 4. The NAWA Director's Scholarship shall be paid by NAWA once a month to the Scholarship Holder's individual bank account established in a bank in the territory of Poland - the first Scholarship disbursement shall be made after the conclusion of the Scholarship Agreement, together with compensation back from March.
- 5. The Scholarship is co-financed by the European Social Fund under the Operational Programme Knowledge Education Development.



6. The NAWA Scholarship Holder is obliged to receive the Scholarship from one source only, i.e. only as part of the funds granted to him/her as the Programme Scholarship Holder. The Scholarship may be received by the Scholarship Holders qualified for foreign Scholarship stays or those assigned by their home university for research stays/ student mobilities as part of inter-university and other exchanges, provided that the principle of lack of double funding is respected. Scholarship Holder applying for maintaining the Scholarship during the mobility co-financed from other funds shall be obliged to submit the request to NAWA for continuation of the Scholarship payment together with justification, the opinion of the sending university and confirmation of the source of financing, which clearly shows that there occurs no risk of double financing of activities from the resources of at least one fund, programme, financial instrument or initiative supported by the EU budget.
7. The Scholarship shall be awarded for only one form of education in one field of study. The Scholarship Holder may simultaneously undertake another form of education or studies in other fields of study with the consent and on the terms specified by the university, but without the possibility of receiving another Scholarship and additional funding from NAWA.
8. The condition for the disbursement of the Scholarship in the second semester of a given year of studies shall constitute sending a certificate from the university referred to in part 7 of these Regulations, confirming admission to the next semester of studies.
9. The condition for the disbursement of the Scholarship in the next academic year shall constitute sending the correct and complete Report referred to in part 7 of these Regulations.
10. The payment of the Scholarship shall be suspended (temporarily suspended) if the Scholarship Holder:
  - 1) fails to submit the certificate referred to in part 10 of the Regulations within the specified deadline after each first semester in a given year of studies,
  - 2) fails the first semester of each year of studies,
  - 3) is on a dean's leave (or another justified break of a similar nature),
  - 4) stays outside the territory of the Republic of Poland for more than 30 days - except:
    - a) the stay for which he/she was assigned by the university.
    - b) continuation of the studies remotely or on-line, in accordance with the mode of organization of classes at the Scholarship Holder's university in the event of exceptional or extraordinary circumstances, such as an epidemic.After the reason for suspending the Scholarship ceases to exist, the Scholarship Holder shall request the Agency to reinstate of the Scholarship.
11. The financial conditions of education, i.e. exemption from tuition fees, during the suspension of the Scholarship disbursement, in relation to public universities shall be determined by the NAWA Director; and in the case of non-public universities - by the university where the Scholarship Holder is studying.
12. The Scholarship shall be withdrawn (the right to receive the Scholarship shall be cancelled) and the Agreement with the Scholarship Holder shall be terminated if the Scholarship Holder:
  - 1) fails a year of studies;
  - 2) has been removed from the list of students by the university;



- 3) has provided false information on the basis of which he/she was granted funds;
  - 4) has obtained Polish citizenship during the course of studies;
  - 5) has been disciplinarily punished or convicted by a final court judgment for an offense committed intentionally or an intentional tax offense;
  - 6) is staying on the territory of the Republic of Poland illegally or has not presented the document confirming the legalization of his/her stay on the territory of the Republic of Poland;
  - 7) does not have health insurance or has not presented the document confirming the insurance;
  - 8) has not submitted or corrected the annual report;
  - 9) breaches any material provisions of these Regulations or the Agreement other than those listed above.
13. If the Scholarship is withdrawn due to repeating by the Scholarship Holder a year of studies, defining financial conditions of admitting to continuation of the studies by the Scholarship Holder at a public and private university shall belong to the competences of the university. The Scholarship holder may continue his studies without the Scholarship if the university agrees.
14. The Scholarship Holders are not entitled under the Programme to any benefits other than those listed above.

## 7. REPORTING

1. After each first semester of a given year of studies, NAWA Scholarship Holders shall be required to submit certificates, containing information on being admitted to the next semester of studies until:
  - 1) 15 March of a given year for the winter semester, or
  - 2) 15 October of a given year for the summer semester.
2. NAWA Scholarship Holders are required to submit annual reports for the previous year of studies on time i.e.:
  - 1) by 15 October of the given year (if the studies start from the winter semester) or
  - 2) by 15 March of a given year (if studies start from the summer semester)containing in particular information about the implementation of the studies curriculum and other academic and research activities in the previous academic year, completion of the previous year and the average grade obtained for the previous academic year.
3. The certificates should be sent to NAWA by e-mail, traditional mail or submitted in person.
4. The reports should be submitted in the Agency's ICT system.
5. The report shall be subject to verification by the Agency, carried out within 45 days from receiving the report. The Agency may decide to subject the report to verification by External Experts appointed by the Director.
6. Sending the certificate of completion of each first semester of a given year of studies constitutes the condition for the payment of the Scholarship in the following semester. The Scholarship Holder who fails to submit the certificate confirming completion of the previous semester on time shall lose the right to receive the Scholarship in the following semester. In

the event of receiving an undue Scholarship, the Scholarship Holder may be requested to return the received funds.

7. Sending the correct and complete report and completing the academic year shall constitute the conditions for the payment of the Scholarship in the next academic year.
8. In the event of submitting an incorrect or incomplete report, the Scholarship Holder shall be obliged to correct or complete the report within 14 days from the date of receiving information about the need for correction or completion.
9. The Scholarship Holder who fails to submit on time the report on the course of studies confirming completion of the previous academic year, shall lose the right to receive the NAWA Scholarship in the current academic year. In the event of receiving an undue Scholarship, the Scholarship Holder may be requested to return the received funds.

## 8. EVALUATION

1. Scholarship Holders are required to participate in the evaluation of the Programme carried out by NAWA. Participation in the evaluation shall include:
  - 1) filling in the evaluation questionnaire made available online by NAWA after completion of the studies covered by the Scholarship, till:
    - a) 15 October, if the studies ended in the summer semester of the given year  
or
    - b) 15 March, if the studies ended in the winter semester of a given year.
  - 2) participation of the Scholarship Holders in separate evaluation studies conducted on behalf of or with the consent of NAWA.
2. NAWA shall guarantee full confidentiality of the opinions and information provided by the Scholarship Holder as part of the Programme evaluation and that the data obtained from the Scholarship Holder as part of the evaluation shall not have any impact on the terms of payment of the awarded Scholarship.

## 9. INFORMATION AND PROMOTION

1. The Scholarship Holder shall be obliged to mark all information and promotion materials as well as studies prepared by him/her as a result of implementation of the studies' curriculum, which are made public, with the mark of European Funds with the name of the Operational Programme Knowledge Education Development together with the colours of the Republic of Poland, the European Union emblem with the name of the European Social Fund and with the NAWA logo.
2. Moreover, the above-mentioned documents may contain information about receiving funding from the European Union under the European Social Fund. The logotypes are available for download at [www.nawa.gov.pl](http://www.nawa.gov.pl).
3. All information and promotion activities of the Scholarship Holder as well as each document which is made public or is used by the Scholarship Holder should contain information about receiving funding from the European Union, including the European Social Fund. In the audio

- products developed by the Scholarship Holder as a result of the studies, information about funding the Scholarship from the resources of the NAWA non-competition project "Poland my first choice" and co-financing of the project from the European Union under the European Social Fund has to be read during the recording.
4. If a given article or scientific material is published in a foreign journal thanks to the support received from the Programme funds, the author or the co-author of the publication who is the Programme's Scholarship Holder shall be obliged to include in the text information about funding obtained from the funds of the NAWA non-competition project "Poland my first choice" and co-financing from the European Union under the European Social Fund (e.g. "This article/material has been supported by the Polish National Agency for Academic Exchange within the programme „Poland my first choice” which is financed by the European Commission from the European Social Fund”).
  5. If a given article or scientific material is published in a foreign journal thanks to the support obtained from the Programme funds, the Polish National Agency for Academic Exchange recommends that the Applicant immediately makes this publication available in open access under a free license (e.g. Creative Commons Attribution CC BY ), at least in the preprint version, as long as the publisher's license does not permit for opening the final version of the published text.
  6. Detailed requirements and solutions regarding copyright and granting license to NAWA are included in the Agreement, model of which is attached as Annex 4 to these Regulations, and may be modified upon the consent of NAWA depending on the needs of the Scholarship Holder.

## 10. CHANGES TO THE REGULATIONS

NAWA reserves the right to change these Regulations, with the exception of changes resulting in unequal treatment of Applicants, unless the need to introduce such changes results from generally applicable provisions of law. The introduced changes shall apply from the moment of their publication, made in the manner analogous to the announcement of the call for proposals. Applications submitted before the publication of changes to the Regulations have to be resubmitted or supplemented by the Applicant, if their provisions are inconsistent with the introduced changes. NAWA shall notify all Applicants who have submitted Applications before the publication of the changes to the Regulations about the introduced changes by sending information in the Agency's ICT system or via e-mail to the e-mail address provided in the Application. NAWA at the same time reserves the right to introduce changes of ordering and clarifying character, as well as to correct obvious mistakes in the Regulations, without separately informing about the changes made, subject to the publication of the content of the Regulations including the changes made, which shall also constitute the moment from which they shall apply.

NAWA reserves the right to cancel the call for proposals, in particular in the event of introducing significant changes in legal regulations affecting the terms of the call for proposals, occurrence of force majeure 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](http://www.nawa.gov.pl). It is recommended that Applicants read the information on the above-mentioned website.

## 11. PERSONAL DATA PROTECTION

1. Data of persons participating in the Programme, including Applicants, Scholarship Holders, experts, shall be processed in the databases:
  - 1) "Operational Programme Knowledge, Education and Development" and "Central ICT system supporting implementation of operational programmes" (SL2014) "- the controller of the databases shall be the minister responsible for regional development acting as the Managing Authority for the Operational Programme Knowledge, Education and Development 2014-2020.
  - 2) "the Polish National Agency for Academic Exchange" - the controller of the database shall be the Agency, represented by the Agency's Director.<sup>3</sup>
2. Personal data in the databases referred to in item 1 point 1 above – shall be processed in order to implement the Project, in particular to confirm the eligibility of expenditure, grant support, conduct monitoring, evaluation, control, audit and reporting as well as for information and promotion activities under the OP KED.
3. Personal data in the database referred to in item 1 point 2 above – shall be processed for the purpose of:
  - 1) conducting the call for proposals under the Programme,
  - 2) selecting Scholarship Holders and concluding with them Scholarship Agreements for the implementation of the Programme,
  - 3) implementation of concluded Scholarship Agreements,
  - 4) cooperation between NAWA and the Programme's Scholarship Holders after the completion of its implementation, including cooperation for the purpose of evaluation, control, monitoring of the Programme, informing about other NAWA programmes and activities.
4. Personal data shall be collected in the Agency's ICT system.
5. Personal data of the persons referred to in item 1 above, may be transferred to the Agency's employees or External Experts in connection with the implementation of the above-mentioned purposes. Possible transfer of personal data to the above mentioned entities or persons from outside the European Economic Area (European Union Member States, Iceland, Norway and Liechtenstein) shall be carried out on the basis of standard data protection clauses, adopted or approved by the European Commission.
6. The legal basis for personal data processing constitutes:
  - 1) in the case of the databases "Operational Programme Knowledge, Education and Development" and "Central ICT system supporting implementation of operational

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<sup>3</sup> Within the scope referred to in Art. 14 item 4 of PNAAE, the controller shall be the Agency's Director.

- programmes" - Art. 6 item 1 letter c and art. 9 item 2 letter g of the General Data Protection Regulation (GDPR);
- 2) in the case of the database, "the Polish National Agency for Academic Exchange" - Art. 6 item 1 letter b, c and e of the General Data Protection Regulation (GDPR).
7. The provision of data shall be voluntary, but necessary to participate in the call for proposals or to conclude the Scholarship Agreements. Refusal to provide the data shall mean that the Application shall not be considered and the specific person shall not be able to participate in the implementation of the Project and the NAWA Programme.
  8. Personal data of:
    - 1) the Applicants - shall be used for the period of 5 years from the date of announcement of the call for proposals and for the period necessary for archiving purposes, in accordance with the secretarial instructions,
    - 2) the Scholarship Holders and other Project participants - shall be used for the period of 5 years from the end of the term of the Scholarship Agreement and for the period necessary for archiving purposes (in accordance with the secretarial instructions) or for making the necessary financial settlements.
- Personal data of persons whose applications have not been approved shall be kept for the period of considering applications and for the period necessary for archiving purposes indicated in the Agency's secretarial instructions.
9. Each data subject shall have the right to submit to NAWA or to the minister responsible for regional development the request 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, if its basis constitutes a task carried out in the public interest (Article 6 (1) (e) of the GDPR);- on the terms set out in the GDPR.
  10. In addition, each person shall have the right to lodge a complaint with the supervisory body (Head of the Personal Data Protection Authority, at: ul. Stawki 2, 00-193 Warszawa).
  11. Contact details of the data protection officer at the PO KED Managing Authority: [iod@miir.gov.pl](mailto:iod@miir.gov.pl).
  12. Contact details of the NAWA Data Protection Officer: [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl).

## 12. CONTACT WITH NAWA

Students Programmes Department

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

telephone: 0048 (22) 3903573

## 13. ANNEXES

Annex 1: List of units with parametric assessment A and A +

Annex 2: List of recognized certificates

Annex 3: Model agreement with the Scholarship Holder

Annex 1: List of units with parametric assessment A and A + as at 28.09.2018

Name of the university	Name of the unit	Scientific category
Vistula University	Faculty of Business and International Relations	A
AGH University of Science and Technology in Krakow	Academic Centre for Materials and Nanotechnology	A
	Faculty of Electrical Engineering, Automatics, Computer Science and Biomedical Engineering	A
	Faculty of Energy and Fuels	A

	Faculty of Physics and Applied Computer Science	A+
	Faculty of Geology, Geophysics and Environmental Protection	A
	Faculty of Computer Science, Electronics and Telecommunications	A+
	Faculty of Materials Science and Ceramics	A+
	Faculty of Mechanical Engineering and Robotics	A+
	Faculty of Metals Engineering and Industrial Computer Science	A
	Faculty of Applied Mathematics	A
	Faculty of Non-Ferrous Metals	A
	Faculty of Drilling, Oil and Gas	A
	Faculty of Management	A
Jesuit University Ignatianum in Krakow	Faculty of Philosophy	A
Kozminski University in Warsaw		A
Gdansk University of Physical Education and Sport	Faculty of Physical Education	A
Jerzy Kukuczka Academy of Physical Education in Katowice	Faculty of Physiotherapy	A
	Faculty of Physical Education	A
Józef Piłsudski University of Physical Education in Warsaw	Faculty of Rehabilitation	A
University School of Physical Education in Wrocław	Faculty of Physiotherapy	A
	Faculty of Physical Education	A
Ateneum University in Gdańsk	Faculty of European Studies, Political Science and Journalism	A
John Paul II Catholic University of Lublin	Faculty of Philosophy	A
	Faculty of Humanities	A
	Faculty of Social Sciences	A
	Faculty of Theology	A
Public Medical Higher Vocational School in Opole	Faculty of Physiotherapy	A
John Paul II Public University in Biała Podlaska	Faculty of Economic and Technical Sciences	A
Białystok University of Technology	Faculty of Construction and Environmental Engineering	A

	Faculty of Mechanical Engineering	A
Czestochowa University of Technology	Electrical Faculty	A
	Faculty of Infrastructure and Environment	A
	Faculty of Management	A
Gdansk University of Technology	Faculty of Architecture	A
	Faculty of Chemistry	A+
	Faculty of Electronics, Telecommunications and Informatics	A+
	Faculty of Electrical and Control Engineering	A
	Faculty of Civil and Environmental Engineering	A
	Faculty of Mechanical Engineering	A
	Faculty of Management and Economics	A
Cracow University of Technology	Faculty of Mechanical Engineering	A
Lublin University of Technology	Faculty of Civil Engineering and Architecture	A
	Faculty of Electrical Engineering and Computer Science	A
	Faculty of Environmental Engineering	A
	Faculty of Mechanical Engineering	A+
Lodz University of Technology	Faculty of Biotechnology and Food Sciences	A
	Faculty of Civil Engineering, Architecture and Environmental Engineering	A
	Faculty of Chemistry	A
	Faculty of Electrical Engineering, Electronics, Computer Science and Automatics	A
	Faculty of Technical Physics, Computer Science and Applied Mathematics	A
	Faculty of Mechanical Engineering	A
	Faculty of Material Technologies and Textile Design	A
	Faculty of Management and Production Engineering	A
Poznan University of Technology	Faculty of Architecture	A



	Faculty of Mechanical Engineering and Management	A
	Faculty of Electronics and Telecommunications	A
	Faculty of IT	A
	Faculty of Management Engineering	A
	Faculty of Chemical Technology	A
Rzeszow University of Technology	Faculty of Mechanical Engineering and Aviation	A
Silesian University of Technology	Faculty of Architecture	A
	Faculty of Automatic Control, Electronics and Computer Science	A
	Faculty of Chemistry	A
	Faculty of Mining and Geology	A
	Faculty of Biomedical Engineering	A
	Faculty of Materials Science and Metallurgy	A
	Faculty of Environmental and Power Engineering	A+
	Faculty of Applied Mathematics	A
	Faculty of Mechanical Engineering	A
	Faculty of Organization and Management	A
	Faculty of Transport	A
Kielce University of Technology	Faculty of Mechatronics and Machine Design	A
Warsaw University of Technology	Faculty of Architecture	A
	Faculty of Chemistry	A+
	Faculty of Electronics and Information Technology	A
	Electrical Faculty	A
	Faculty of Physics	A
	Faculty of Civil Engineering	A
	Faculty of Materials Science and Engineering	A+
	Faculty of Mathematics and Information Sciences	A

	Faculty of Power and Aeronautical Engineering	A
	Faculty of Mechatronics	A
	Faculty of Transport	A
Wrocław University of Science and Technology	Faculty of Civil Engineering	A
	Faculty of Chemistry	A+
	Faculty of Electronics	A
	Faculty of Microsystems Electronics and Photonics	A
	Faculty of Geoengineering, Mining and Geology	A
	Faculty of IT and Management	A
	Faculty of Environmental Engineering	A
	Faculty of Mathematics	A
	Faculty of Mechanical and Energy	A
	Faculty of Mechanical Engineering	A
	Faculty of Fundamental Problems of Technology	A
Polish-Japanese Academy of Information Technology	Faculty of IT	A
SWPS University In Warsaw	Branch in Wrocław, II Department of Psychology	A+
	Faculty of Humanities and Social Sciences	A
	Faculty of Psychology	A+
	Campus in Katowice	A
	Campus in Poznań	A
	Campus in Sopot	A
Warsaw University of Life Sciences	Faculty of Veterinary Medicine	A
	Faculty of Human Nutrition and Consumption Sciences	A
	Faculty of Food Sciences	A
	Faculty of Horticulture, Biotechnology and Landscape Architecture	A
	Faculty of Agriculture and Biology	A

Warsaw School of Economics	College of Economic Analysis	A+
	Economic and Social College	A
	College of World Economy	A
	College of Enterprise Sciences	A
	College of Management and Finance	A
Lazarski University	Faculty of Law and Administration	A
University of Economics in Katowice	Faculty of Economics	A
	Faculty of Finance and Insurance	A
	Faculty of Management	A
Cracow University of Economics	Faculty of Economics and International Relations	A
	Faculty of Finance and Law	A
Poznań University of Economics and Business	Faculty of Economics	A
	Faculty of International Economy	A
	Faculty of Computer Science and Electronic Economy	A
	Faculty of Commodity Science	A
	Faculty of Management	A
Wroclaw University of Economics and Business	Faculty of Management, IT and Finance	A
University of Gdansk	Intercollegiate Faculty of Biotechnology of the University of Gdańsk and the Medical University of Gdańsk	A+
	Faculty of Chemistry	A
	Faculty of History	A
	Faculty of Social Sciences	A
	Faculty of Oceanography and Geography	A
	Faculty of Law and Administration	A
Adam Mickiewicz University in Poznań	Faculty of English Philology	A+
	Faculty of Biology	A+
	Faculty of Chemistry	A
	Faculty of Polish and Classical Philology	A
	Faculty of History	A

	Faculty of Mathematics and Computer Science	A
	Faculty of Geographical and Geological Sciences	A
	Faculty of Political Science and Journalism	A
	Faculty of Social Sciences	A
	Faculty of Modern Languages	A
	Faculty of Law and Administration	A+
	Faculty of Educational Studies	A
Jagiellonian University in Kraków	Faculty of Biochemistry, Biophysics and Biotechnology	A+
	Faculty of Biology	A
	Faculty of Chemistry	A+
	Faculty of Philology	A
	Faculty of Philosophy	A+
	Faculty of Physics, Astronomy and Applied Computer Science	A+
	Faculty of Geography and Geology	A
	Faculty of History	A
	Faculty of Mathematics and Computer Science	A+
	Faculty of Polish Studies	A
	Faculty of Law and Administration	A
	Faculty of International and Political Studies	A
	Faculty of Management and Social Communication	A
	Collegium Medicum, Faculty of Pharmacy	A+
	Collegium Medicum, Faculty of Medicine	A
	Collegium Medicum, Faculty of Health Sciences	A
Jan Kochanowski University in Kielce	Faculty of Humanities	A
Cardinal Stefan Wyszyński University in Warsaw	Faculty of Christian Philosophy	A
	Faculty of Humanities	A

	Faculty of Canon Law	A
	Faculty of Theology	A
Kazimierz Wielki University in Bydgoszcz	Faculty of Humanities	A
	Faculty of Pedagogy and Psychology	A
University of Lodz	Faculty of Biology and Environment Protection	A
	Faculty of Economics and Sociology	A
	Faculty of Philology	A
	Faculty of Philosophy and History	A
	Faculty of Physics and Applied Computer Science	A
	Faculty of Law and Administration	A
	Faculty of International and Political Studies	A
	Faculty of Management	A
Maria Curie-Skłodowska University in Lublin	Faculty of Art	A
	Faculty of Chemistry	A
Nicolaus Copernicus University in Toruń	Faculty of Chemistry	A
	Faculty of Philology	A
	Faculty of Physics, Astronomy and Applied Computer Science	A
	Faculty of Humanities	A
	Faculty of Mathematics and Computer Science	A
	Faculty of Historical Sciences	A+
	Faculty of Geosciences	A
	Faculty of Political Science and International Studies	A
	Faculty of Law and Administration	A
	Faculty of Fine Arts	A+
	Faculty of Theology	A
	Ludwik Rydygier Collegium Medicum in Bydgoszcz, Faculty of Pharmacy	A

	Ludwik Rydygier Collegium Medicum in Bydgoszcz, Faculty of Medicine	A
The Pontifical University of John Paul II in Krakow	Faculty of Philosophy	A
	Faculty of Theology	A
Pedagogical University of Krakow	Faculty of Philology	A
	Faculty of Geography and Biology	A
	Faculty of Humanities	A
	Faculty of Mathematics, Physics and Technology	A
	Faculty of Art	A
University of Life Sciences in Lublin	Faculty of Agrobioengineering	A
	Faculty of Food Sciences and Biotechnology	A
Poznań University of Life Sciences	Faculty of Forestry	A
	Faculty of Veterinary Medicine and Animal Sciences	A
	Faculty of Food Sciences and Nutrition	A
Wrocław University of Environmental and Life Sciences	Faculty of Biology and Animal Science	A
	Faculty of Biotechnology and Food Sciences	A+
	Faculty of Veterinary Medicine	A+
University of Agriculture in Krakow	Faculty of Forestry	A
	Faculty of Food Technology	A
University of Rzeszów	Faculty of Biotechnology	A
	Faculty of Philology	A
	Faculty of Sociology and History	A
	Faculty of Physical Culture and Health Promotion	A
	Faculty of Economic Sciences and Management	A
University of Silesia in Katowice	Faculty of Philology	A
	Faculty of Computer Science and Materials Science	A
	Faculty of Mathematics, Physics and Chemistry	A

	Faculty of Geosciences	A
	Faculty of Law and Administration	A
	Krzysztof Kieślowski Faculty of Radio and Television	A
	Faculty of Theology	A
University of Białystok	Faculty of Philology	A
	Faculty of Physics	A
	Faculty of History and Sociology	A
	Faculty of Law	A
University of Warmia and Mazury in Olsztyn	Faculty of Animal Bioengineering	A
	Faculty of Humanities	A
	Faculty of Environmental Management and Agriculture	A
	Faculty of Veterinary Medicine	A
	Faculty of Food Sciences	A
	Faculty of Theology	A
University of Warsaw	Centre of New Technologies at the University of Warsaw	A
	Professor Robert Zajonc Institute of Social Studies	A
	Interdisciplinary Centre for Mathematical and Computational Modelling	A
	The Antiquity of Southeast Europe Research Centre	A
	The Centre of Migration Research	A+
	Faculty of "Artes Liberales"	A+
	Faculty of Biology	A
	Faculty of Chemistry	A+
	Faculty of Philosophy and Sociology	A+
	Faculty of Physics	A+
	Faculty of Geology	A
	Faculty of History	A

	Faculty of Mathematics, Informatics and Mechanics	A+
	Faculty of Economic Sciences	A+
	Faculty of Political Science and International Studies	A
	Faculty of Modern Languages	A
	Faculty of Oriental Studies	A
	Faculty of Polish Studies	A
	Faculty of Law and Administration	A
	Faculty of Psychology	A+
	Faculty of Applied Social Sciences and Resocialization	A
	Faculty of Management	A
University of Wrocław	Faculty of Biotechnology	A
	Faculty of Chemistry	A
	Faculty of Physics and Astronomy	A
	Faculty of Mathematics and Computer Science	A
	Faculty of Historical and Pedagogical Sciences	A
	Faculty of Earth Sciences and Environmental Management	A
	Faculty of Law, Administration and Economics	A
University of Zielona Góra	Faculty of Physics and Astronomy	A
University of Economics and Human Sciences In Warsaw	Faculty of Psychology	A
West Pomeranian University of Technology in Szczecin	Faculty of Chemical Technology and Engineering	A



## Annex 2: List of recognized certificates

### ENGLISH LANGUAGE PROFICIENCY

List of certificates confirming knowledge of English language at least on level B2 from listed institutions/examination boards:

University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia in particular Certificates:

- International English Language Testing System (Academic) IELTS – at least 5.5 points.

Certificates issued by institutions affiliated the Association of Language Testers in Europe (ALTE) - levels of ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular Certificates:

- First Certificate in English (FCE)
- Certificate in Advanced English (CAE)
- Certificate of Proficiency in English (CPE)
- Business English Certificate (BEC) Vantage – at least Pass

- Business English Certificate (BEC) Higher
- Certificate in English for International Business and Trade (CEIBT)

Educational Testing Service (ETS) – in particular Certificates:

- Test of English as a Foreign Language (TOEFL iBT) – at least 87 points in Internet-Based Test (iBT)
- TOEFL ITP Assessment Series - at least 543 points (TOEFL ITP)
- Test of English as a Foreign Language (TOEFL CBT) – at least 180 points in Computer-Based Test (CBT), supplemented by at least 50 points from Test of Spoken English (TSE)
- Test of English as a Foreign Language (TOEFL PBT) – at least 510 points in Paper-Based Test (PBT) supplemented by at least 3,5 points from Test of Written English (TWE) and supplemented by at least 50 points from Test of Spoken English (TSE)
- Test of English for International Communication (TOEIC) – supplemented by at least 700 points
- European Consortium for the Certificate of Attainment in Modern Languages (ECL)

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

- English for Speakers of Other Languages (ESOL) – First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level
- International English for Speakers of Other Languages (IESOL) – „Communicator” level „Expert”, level „Mastery”
- City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2
- City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4
- City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6
- Spoken English Test (SET) for Business – Stage B level „Communicator”, Stage C „Expert” level, Stage C „Mastery” level
- English for Business Communications (EBC) – Level 2, Level 3; English for Office Skills (EOS) – Level 2

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

- London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International)
- London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International)
- London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International)

Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board:

- London Chamber of Commerce and Industry Examinations (LCCI) – English for Business Level 2, English for Business Level 3, English for Business Level 4
- London Chamber of Commerce and Industry Examinations (LCCI) – Foundation Certificate for Teachers of Business English (FTBE)

- London Chamber of Commerce and Industry Examinations (LCCI) – English for Tourism Level 2 – „Pass with Credit” level „Pass with Distinction”

Certificates telc GmbH, WBT Weiterbildungs-Testsysteme GmbH:

- B2 Certificate in English
- B2 Certificate in English for Business Purposes
- Certificate in English for Technical Purposes (B2)
- telc English B2
- telc English B2 Business
- telc English B2 Technical
- telc English C1

### Annex 3: Model agreement with the Scholarship Holder

#### IDENTIFICATION CARD FOR THE AGREEMENT WITH THE SCHOLARSHIP HOLDER

AGREEMENT DATA	
No. of NAWA decision	[number]
No. of NAWA agreement	[number]
Start date	[date]
End date	[date]
SCHOLARSHIP HOLDER DATA	
SCHOLARSHIP HOLDER	[full name]
Address	[street, building no., apartment no. / locality / postal code, postal address]
ID or passport no.	[if applicable]
BANK DATA	
Account holder	[name]
Bank name	[name]
IBAN (account no.)	[number]

#### DECLARATION OF THE SCHOLARSHIP HOLDER

I confirm the compliance of the above data with the factual and legal status and acknowledge that this page of the agreement constitutes its integral part.

.....

.....

*Place, date*

*signature of the Scholarship Holder*

## AGREEMENT NO. .../...

concluded in Warsaw (hereinafter referred to as "the Agreement"), between:

the Polish National Agency for Academic Exchange with its registered office in Warsaw, under the address: ul. Polna 40, 00-635 Warszawa, a public legal person operating pursuant to the Act of 7 July 2017 on the Polish National Agency for Academic Exchange (Journal of Laws of 2019, item 1582), tax id. no. (NIP): 5272820369, statistical no. (REGON): 368205180, hereinafter also referred to as the "Agency", represented by its legal representative in accordance with the rules of representation in order to conclude this Agreement,

and

[name and surname], a citizen of [name of the country], residing at: [address of residence], ID card/passport no: [number], valid until [date of validity], communicating with the use of the following e-mail address: [e-mail address], hereinafter referred to as "the Scholarship Holder",

hereinafter jointly referred to as "the Parties",  
which agreed as follows:

**§1****Subject matter of the Agreement**

1. The subject matter of the Agreement constitutes implementation by the Scholarship Holder Poland my first choice Scholarship Programme (hereinafter referred to as "the Programme"), financed by the non-competition project "Poland my first choice" no. POWR.03.03.00-00-PN18/19-00 implemented by the Agency, under the Operational Programme Knowledge Education Development, Measure 3.3 - Internationalization of Polish higher education. The programme shall be implemented on the basis of the decision of the Agency Director No. .... [number] of [date] on the terms specified in this Agreement.
2. The Programme shall be implemented under the terms of this Agreement.
3. The Programme shall cover attending by the Scholarship Holder studies within the statutory period of their duration.
4. For the implementation of the Programme, the Agency's Director has granted the Scholarship Holder the Scholarship in the amount specified in the Programme Regulations.
5. The measure referred to in item 4 has been granted for the completion of second-cycle studies within their statutory period of education.

**§2****Terms of the Agreement performance**

1. The Agency and the Scholarship Holder undertake to implement the Agreement on the basis of:
  - 1) generally applicable provisions of law,
  - 2) provisions of the Agreement,
  - 3) the Scholarship Holder's application submitted under the call for proposals under the Programme, constituting Annex No. 3 to the Agreement,
  - 4) Programme Regulations constituting Annex 4 to the Agreement.
2. Declarations submitted in the call for proposals under the Programme shall be binding during the performance of the Agreement.
3. The Agency shall not be responsible for any possible damages incurred by the Scholarship Holder or third parties arising from the implementation of the Agreement.

### §3

#### Obligations of the Scholarship Holder

The Scholarship Holder shall be obliged to fulfil his/her obligations in accordance with the Programme Regulations, in particular their part 5 "Rights and obligations of the Programme Scholarship Holder".

### §4

#### The manner and procedure for supervising the performance of the Agreement by the Agency

1. The Agency shall supervise correct implementation of the Agreement.
2. The supervision shall cover in particular:
  - 1) ad hoc supervision, in particular the Agency's right to request from the Scholarship Holder explanations, information, and any documentation related to the Programme, within the time limit set by it, not shorter than 7 days from the date of the request;
  - 2) assessment of reports;
  - 3) authorization of the Agency Director to suspend financing of the Programme, in accordance with §5 of the Agreement;
  - 4) authorization of the Agency Director to terminate the Agreement, in accordance with §9 of the Agreement.
3. The Scholarship Holder shall be obliged to immediately inform the Agency of any problems or irregularities in the performance of the Agreement which threaten or may threaten correct performance of the Agreement.

### §5

#### Financing rules. Principles of suspension of financing

1. The Scholarships shall be implemented on the terms set out in the Programme Regulations, in particular their part 6 "Scholarship payment rules" and part 7 "Reporting".

2. The Agency Director's Scholarship shall be paid once a month to the Scholarship Holder's individual bank account established in a bank in the territory of Poland:

Bank account holder: .....  
.....  
Bank name: .....  
.....  
IBAN – full account number .....

3. The Scholarship shall be co-financed by the European Social Fund under the Operational Programme Knowledge Education Development.
4. The Scholarship Holder shall be obliged to receive the Scholarship from one source only, i.e. only as the financial resources granted to him/her as the Programme's Scholarship Holder. Receiving the Scholarship by the Scholarship Holders qualified for foreign Scholarship stays or assigned by their home university for research stays under an inter-university exchange shall be allowed, provided that the principle of lack double funding shall be observed. The Scholarship Holder applying for continuation of receiving the Scholarship during the stay co-financed from other funds shall be obliged to request NAWA for the continuation of the Scholarship payment together with justification, the opinion of the sending university as well as confirmation of the source of financing, which clearly shows that there is no risk of double financing of activities by the resources of at least one fund, programme, instrument or initiative supported by the EU budget.
5. The condition for the payment of funds granted under the Agreement shall be possessing by the Agency allocated funds for the implementation of Poland my first choice Scholarship programme.

## §6

### Insurance

The Scholarship Holder shall be obliged to possess appropriate insurance for the duration of his/her studies, as specified in the Programme Regulations, in particular in their part 5 "Rights and obligations of the Scholarship Holder under the Programme".

## §7

### Scholarship Holder Report

The Scholarship Holder shall be obliged to fulfil his/her obligations in accordance with the Programme Regulations, in particular their part 7 "Reporting".

## §8

### Programme evaluation rules

The Scholarship Holder shall be obliged to participate in the Programme evaluation studies conducted by the Agency or at its request, in accordance with the Programme Regulations, in particular their part 8 "Evaluation".

## §9

### Termination rules, force majeure

1. The Agreement may be terminated and the right to receive the Scholarship withdrawn by the Agency with immediate effect, if the Scholarship Holder:
  - 1) fails a year of studies,
  - 2) has been removed from the list of students by the university,
  - 3) has provided false information on the basis of which he/she was granted funds,
  - 4) has obtained Polish citizenship during the cycle of the studies,
  - 5) has been disciplinarily punished or convicted by a valid court judgment for an offense committed intentionally or an intentional tax offense,
  - 6) is staying on the territory of the Republic of Poland illegally or has not presented a document confirming the legalization of his/her stay on the territory of the Republic of Poland at the request of the Agency or the university,
  - 7) does not possess health insurance or has not presented a document confirming possession of the insurance at the request of the Agency or the university,
  - 8) has not submitted or corrected the annual report,
  - 9) has breached any material provisions of these Regulations or the Agreement other than those listed above.
2. Termination of the Agreement shall be made in writing under the pain of nullity.
3. It shall be at the university's discretion to define the financial conditions of allowing the Scholarship Holder to continue studies at a public or private university whose Scholarship has been withdrawn due to repeating by the Scholarship Holder the year of studies.
4. The Parties shall be released from liability for failure to fulfil their obligations under the Agreement due to force majeure.
5. The Parties shall consider as force majeure, in particular, external events lying beyond the control of the Parties, affecting the performance of the Agreement, of extraordinary nature, impossible to be predicted and avoided, occurring after the conclusion of the Agreement.
6. By force majeure referred to in item 4 the Parties shall also understand a persisting state of emergency as well as a state of epidemic, epidemic threat, pandemic, etc., acts of public bodies on which the infringing Party has had no influence and which could not have been prevented by exercising due diligence.
7. A party may only invoke force majeure if it immediately, but not later than within 3 days, notifies the other Party via e-mail about the occurrence of force majeure, together with the description of relevant situation or occurrence, expected duration of the force majeure and its foreseeable consequences.



8. The Parties shall be obliged to take the necessary measures to limit the damage caused by force majeure and to make every effort to resume the performance of the Agreement as soon as possible.
9. In the event of force majeure limiting or preventing performance of the Agreement for a period longer than 30 days, the Agency reserves the right to terminate the Agreement with immediate effect.

## **§10**

### **Promotion**

The Scholarship Holder shall be obliged to mark all prepared works, materials and documents created as part of or in connection with the Programme implementation, which are made public or are intended for the target group by:

- 1) placing on them, in a visible place:
  - a) the marks of: European Funds with the name of the Operational Programme Knowledge Education Development, the colours of the Republic of Poland, the European Union emblem with the name of the European Social Fund and the Agency's logo available for download from the website [www.nawa.gov.pl](http://www.nawa.gov.pl);
  - b) the information referred to in part 9 item 3-4 of the Programme Regulations in English language;
- 2) reading during the recording of audio products information about the source of the Scholarship's financing - the Agency's non-competition project "Poland my first choice" co-financed by the European Union under the European Social Fund.

## **§11**

### **Personal data protection rules**

Personal data protection shall be carried out in accordance with the Programme Regulations, in particular their part 11 "Personal data protection".

## **§12**

### **Final provisions**

1. Rights and obligations of the Parties under the Agreement may not be transferred to third parties.
2. In matters not regulated by the Agreement, the provisions of the Act on the Polish National Agency for Academic Exchange, the Civil Code or other generally applicable provisions of law shall apply.
3. Disputes arising under the Agreement shall be settled by the common court competent for the venue of the registered office of the Agency.
4. Amendments to the Agreement shall require an annex concluded in written form under the pain of nullity, unless the provisions of the Agreement provide otherwise.

5. The Agreement shall enter into force upon its signing by the last Party.
6. The Agreement has been drawn up in Polish and English languages. In case of any doubts as to its interpretation, the Polish version shall prevail.
7. The Agreement has been drawn up in two identical copies in Polish and in two identical copies in English, one copy of each language version for each Party.

Agency:

\_\_\_\_\_  
(Signature)  
Warsaw, \_\_\_\_\_  
(Place, date)

Scholarship Holder:

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_, \_\_\_\_\_  
(Place, date)

Annexes:

Annex 1 - Declaration of the OP KED project participant

Annex 2 - Personal data form of a Project / Programme participant

Annex 3 - the Scholarship Holder's application submitted under the Programme's call for proposals procedure - placed in the Agency's ICT system

Annex 4 - Programme Regulations - available on the Agency's website

## Annex 1 - Declaration of the OP KED project participant

### DECLARATION OF THE PROJECT PARTICIPANT

(information obligation implemented in connection with Art. 13 and Art. 14 of the Regulation of the European Parliament and of the Council (EU) 2016/679)

In connection with joining the project entitled Poland my first choice, I acknowledge that:

1. The controller of my personal data shall be the minister responsible for regional development, acting as the Managing Authority for the Operational Programme Knowledge Education Development 2014-2020, with registered office at: ul. Wspólna 2/4, 00-926 Warszawa.
2. The processing of my personal data is lawful and meets the conditions referred to in art. 6 item 1 letter c and art. 9 item 2 letter g of the Regulation (EU) 2016/679 of the European Parliament and of the Council - personal data is necessary for the implementation of the Operational Programme Knowledge Education Development 2014-2020 (OP KED) on the basis of:
  - 1) with regard to the database "Operational Programme Knowledge Education Development":
    - a) the Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006 (Official Journal of the UE L 347 of 20.12.2013, p. 320, as amended),
    - b) the Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006 (Official Journal of the UE L 347 of 20.12.2013, p. 470, as amended),
    - c) the Act of 11 July 2014 on the principles of implementing programmes in the field of cohesion policy financed in the 2014-2020 financial perspective (Journal of Laws of 2017, item 1460, as amended);
  - 2) with regard to the database "Central ICT system supporting implementation of operational programmes":
    - a) the Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006,
    - b) the Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006,

- c) the Act of 11 July 2014 on the principles of implementing programmes in the field of cohesion policy financed in the 2014-2020 financial perspective (Journal of Laws of 2017, item 1460, as amended),
  - d) the Commission Implementing Regulation (EU) No 1011/2014 of 22 September 2014 laying down detailed rules for implementing Regulation (EU) No 1303/2013 of the European Parliament and of the Council as regards the models for submission of certain information to the Commission and the detailed rules concerning the exchanges of information between beneficiaries and managing authorities, certifying authorities, audit authorities and intermediate bodies (Official Journal of the UE L 286 of 30/09/2014, p. 1).
3. My personal data shall be processed only for the purpose of implementing the "**Poland my first choice**" project, in particular for confirming the eligibility of expenses, granting funds, monitoring, evaluation, control, audit and reporting as well as information and promotion activities under the OP KED.
4. My personal data has been entrusted for processing to the Managing Authority - **Ministry of Investment and Development, ul. Wspólna 2/4, 00-926 Warszawa**, the beneficiary implementing the project - **the Polish National Agency for Academic Exchange, ul. Polna 40, 00-635 Warszawa**, and entities which, on behalf of the beneficiary, participate in the project implementation:

name and address of the institution

.....  
.....

My personal data may be transferred to entities conducting evaluation studies at the request of the Managing Authority, Intermediate Body or beneficiary. My personal data may also be entrusted to specialist companies which carry out, at the request of the Managing Authority, Intermediate Body and the Scholarship Holder, controls and audits under the OP KED.

- 5. Providing the data constitutes a prerequisite for receiving support, and refusal to provide it shall be tantamount to the inability to grant support under the project.
- 6. Within 4 weeks after completing participation in the project, I shall provide the beneficiary with the data regarding my status on the labour market and information on participation in education or training as well as obtaining qualifications or acquiring competences.
- 7. Within three months after ending my participation in the project, I shall provide the data regarding my status on the labour market.
- 8. (Item 8 Not applicable) In order to confirm the eligibility of expenses in the project, my personal data, such as name(s), surname, PESEL (personal id. no.), project number, date of starting participation in the project, date of ending participation in the project, insurance title code, amount of health insurance premium, amount of accident insurance premium may be processed in the "ZUS Personal Data Collection" whose controller is the minister responsible for regional development. The processing of my personal data is lawful and meets the conditions referred to in art. 6 item 1 letter c and art. 9 item 2 letter g of the Regulation (EU) 2016/679 of the European Parliament and of the Council - personal data is

necessary for the implementation of the Operational Programme Knowledge Education Development 2014-2020 (OP KED) on the basis of:<sup>4</sup>

- 1) the Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006,
- 2) the Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006,
- 3) the Act of 11 July 2014 on the principles of implementing programmes in the field of cohesion policy financed in the 2014-2020 financial perspective (Journal of Laws of 2017, item 1460, as amended),
- 4) the Act of 13 October 1998 on the social insurance system (Journal of Laws of 2017, item 1778, as amended).

My personal data has been entrusted for processing to the Managing Authority - not applicable, to the beneficiary implementing the project - not applicable, and to entities which, on behalf of the beneficiary, participate in the project implementation - not applicable. My personal data may also be entrusted to specialized companies which, at the request of the Managing Authority, the Intermediate Body and the beneficiary, conduct controls and audits under OP KED.

9. My personal data shall not be transferred to a third country or an international organization.
10. My personal data shall not be subject to automated decision making.
11. My personal data shall be stored until the Operational Programme Knowledge Education Development 2014 -2020 is settled and the archiving of documentation is completed.
12. I can contact the Data Protection Inspector by sending a message to the e-mail address: [iod@miir.gov.pl](mailto:iod@miir.gov.pl) or the e-mail address [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl)
13. I have the right to file a complaint with the supervisory authority, which is the Head of the Personal Data Protection Authority.
14. I have the right to access my data and to rectify, delete or limit its processing.

.....  
*PLACE AND DATE*

.....  
*LEGIBLE SIGNATURE OF THE PROJECT PARTICIPANT\**

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<sup>4</sup> Processing of personal data in the personal data database from the Social Insurance Institution (ZUS) concerns a situation in which the project co-financing agreement was concluded by the beneficiary with the Ministry of Family, Labour and Social Policy or the Voivodeship Labour Office.

\* In the case of a declaration of participation of a minor, the declaration should be signed by its legal guardian.

## Annex 2 - Personal data form of a Project / Programme participant

### APPLICATION FORM OF A PROJECT / PROGRAMME PARTICIPANT

#### Data of Project participants

Country	Type of participant	Name of institution
Name	Surname	
Sex	Age upon joining the Project	Education
Voivodeship	Powiat	Municipality
Locality	Street	
Building no.	Apartment no.	Postal code
Area according to the degree of urbanization (DEGURBA)	Contact telephone	E-mail address

#### Project participant status at the time of joining the project

A person belonging to a national or ethnic minority, a migrant, a person of foreign origin	
A homeless person or a person affected by exclusion from access to housing	
A person with disabilities	
A person with a different social disadvantage	