

THE REGULATIONS OF
THE STEFAN BANACH
SCHOLARSHIP PROGRAMME

second-cycle degree programmes

Warsaw, 6 March 2019

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1. GENERAL INFORMATION ABOUT THE STEFAN BANACH SCHOLARSHIP PROGRAMME – SECOND-CYCLE DEGREE PROGRAMMES (MASTER’S DEGREE STUDIES)

1.1. Basic terms and abbreviations

1. NAWA, Agency – Polish National Agency for Academic Exchange,
2. Director – Director of the Polish National Agency for Academic Exchange,
3. Applicant, candidate – natural person who has met all requirements indicated in point 2.2 of the Regulations, who has submitted or is planning to submit an application for participation in the Programme
4. Application – a form filled in by the Applicant, made available in NAWA’s ICT system, submitted under the call for applications for participation in the Programme via NAWA’s ICT system, along with all required attachments,
5. Programme – the Stefan Banach Scholarship Programme,
6. Beneficiary - a person who was granted funding under the Programme and signed a scholarship agreement with NAWA,
7. ICT system of the Agency – system which handles collection and evaluation of applications, potentially other activities under the programme, as well as evaluation of reports submitted by Beneficiaries,
8. External expert – person, a Polish citizen or a foreigner, who, on behalf of NAWA, carries out merit-based evaluations of applications submitted as part of a call for applications for participation in the Programme. An external expert may carry out independent merit-based evaluations of applications acting in the capacity of the examination committee member, reviewer or a member of the evaluation team,
9. Scholarship agreement, agreement – agreement signed between the Applicant and NAWA once the application receives a positive evaluation and the NAWA Director decides on financing a scholarship under the Programme,
10. Scholarship – funds granted under the Programme by the decision of the NAWA Director.

1.2. Aim of the Programme

The Stefan Banach Scholarship Programme aims to support the socio-economic growth of developing countries from Europe and Central Asia by improving the educational attainment and professional qualifications of these countries’ citizens. It is a joint initiative of the Ministry of Foreign Affairs and the Polish National Agency for Academic Exchange (NAWA), implemented as part of the Polish development assistance programme. The Programme’s patron is Stefan Banach

– an eminent Polish mathematician, the co-founder of the Lviv School of Mathematics and the branch of mathematics known as functional analysis.

The Programme offers foreigners an opportunity to pursue second-cycle studies in the full-time mode, in Polish, in the field of **engineering and technical, agricultural, applied and life sciences** at higher education institutions subordinate to the Minister of Science and Higher Education, **receiving a monthly scholarship from NAWA** to cover the living allowance during the statutory period of education in Poland. In the case of public HEIs, the Programme also offers an exemption from education fees.

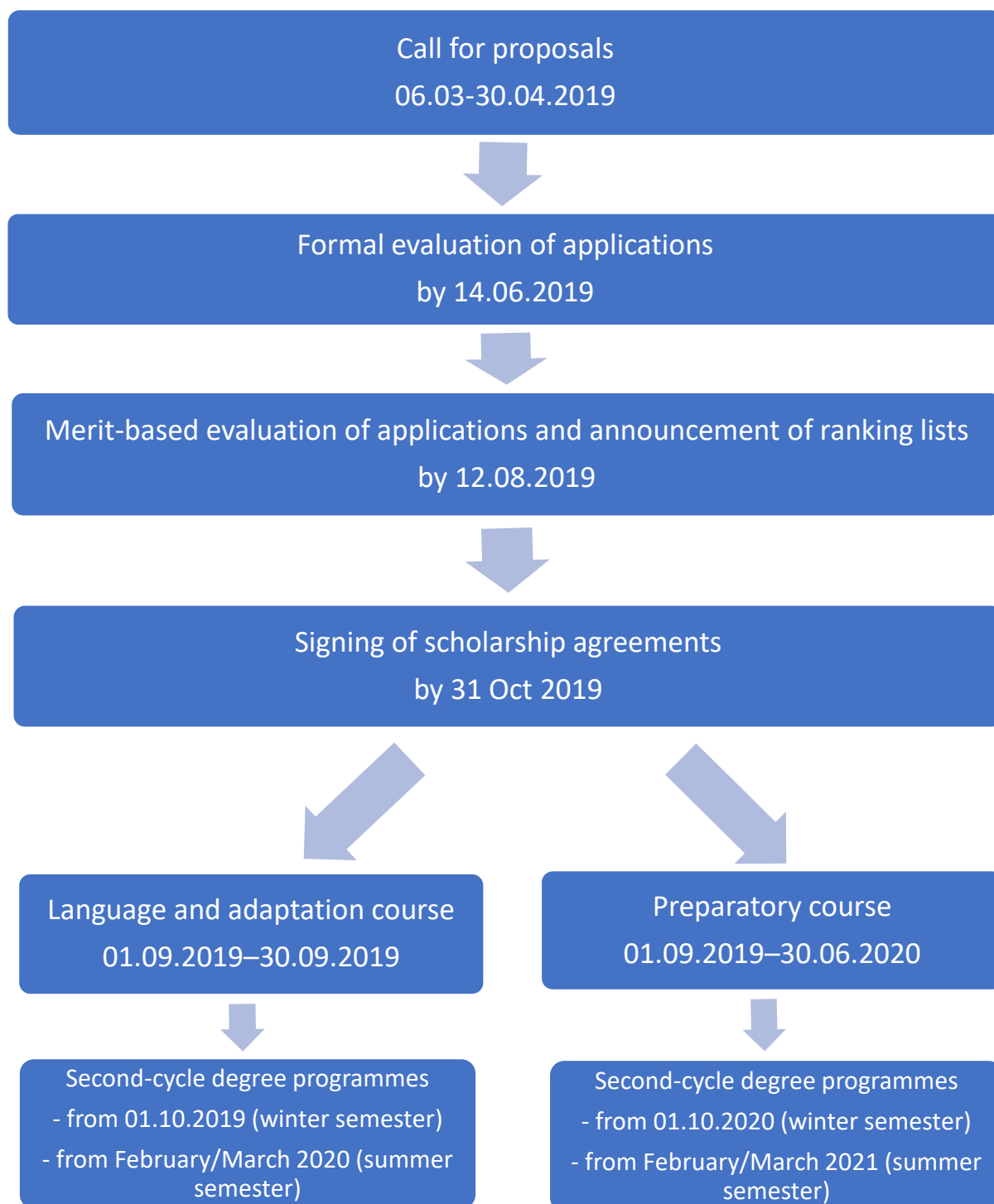
The Scholarship offer is addressed to foreigners - primarily citizens of countries indicated as prioritized under the Programme in the development cooperation plan for 2019, i.e. countries of the Eastern Partnership: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) and countries of Central Asia: Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan. Also eligible for scholarships are citizens of Western Balkan countries: Albania, Bosnia and Herzegovina, Montenegro, Kosovo, Macedonia and Serbia.

The Programme covers an obligatory 1-month language and adaptation course with a scholarship or a 1-year preparatory course with a scholarship, preceding the studies in Poland. The course aims to improve the participants' linguistic competence in Polish as well as their knowledge of Polish history and culture and in the case of the preparatory course – also knowledge of subjects related to the course of their future studies. The costs of the courses and scholarships during the course will also be covered by NAWA as part of the budget for scholarship programmes.

The language of instruction under the Programme shall be Polish. Final decisions regarding admissions of candidates shall be made by the HEIs.

2. THE PROCEDURE FOR SUBMITTING APPLICATIONS

2.1. Programme schedule



2.2. Eligible Applicants

The NAWA scholarship for second-degree studies in Poland under the call for applications for the Programme in 2019 may be pursued by foreigners who meet all of the following criteria at the time of the call for applications:

- 1) are citizens of one of the following developing countries of Europe and Central Asia: Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Ukraine, Uzbekistan; or countries of Western Balkans: Albania, Bosnia and Herzegovina, Montenegro, Kosovo, Macedonia and Serbia;
- 2) did not apply for Polish citizenship;
- 3) do not have a permanent residence permit on the territory of the Republic of Poland and have not applied for a permanent residence permit;
- 4) obtained a first degree study diploma in their country of origin or in Poland not earlier than in 2017 or, at the time of submitting their application to the Programme, they are in their last year of first-degree studies in engineering and technical sciences, agricultural sciences as well as exact and natural sciences;
- 5) have not previously obtained a diploma certifying graduation from master's degree studies (second-degree studies or uniform master's degree studies). If the country of origin does not have a generally recognised two-stage system of studies, candidates who hold a master's degree or an equivalent degree obtained not earlier than 2017 and candidates who are students in their final year of such studies in engineering sciences, agricultural sciences as well as exact and natural sciences, shall be admissible;
- 6) are not students of second-degree studies at the time of applying for the Programme. The Programme allows for submitting an application to persons who are students of second-degree studies in Poland in the field of engineering and technical sciences, agricultural sciences as well as exact and natural sciences and meet the following criteria: have a recommendation of the HEI's Provost to be awarded a NAWA scholarship and have achieved very good educational results (average of grades in the current course of studies at 4.75 or higher) or are finalists in international student contests in a relevant scientific discipline;
- 7) have at least B1-level linguistic competence in Polish or English
Their linguistic competence has to be certified by a document indicated in point 2.5. of these Regulations.

2.3. Thematic scope of the call for applications

The Programme allows the Applicants to apply for admission to fields of studies at HEIs supervised by the Minister of Science and Higher Education in the field of engineering and technical sciences, agricultural sciences as well as exact and natural sciences, in force pursuant to the Regulation of the

Minister of Science and Higher Education of 20 September 2018 on the fields of science as well as scientific and artistic disciplines (Journal of Laws, Item 1818).

The Programme does not provide for a call for applications for courses conducted within other fields of study, or by HEIs supervised by other ministries.

A full list of HEIs, fields of studies, levels and forms of education and awarded professional titles is available in the Pol-on system on the website: www.polon.nauka.gov.pl and HEIs on the website: <http://www.go-poland.pl/pl/system-szkolnictwa-wy-szego>. We suggest that candidates become acquainted with the offer of Polish HEIs before submitting the application in the NAWA's ICT system.

The Programme shall enable students to enrol in studies in Polish - in public higher education institutions on conditions of being exempted from education fees, in non-public higher education institutions on financial conditions laid down by those institutions. Final decisions regarding admissions of candidates shall be made by the HEIs.

2.4. Deadline and procedure for submitting applications

The call for applications for the Programme shall be held from 6 March until 30 April 2019, 3 pm of Central European Time (Warsaw local time), solely in an electronic form via NAWA's ICT system, available via the website www.nawa.gov.pl. Applications shall not be accepted beyond this deadline. Submitting an application via the system will result in the status of the application in the system changing to "submitted", and the Applicant receiving a message via email containing the application reference number.

One Applicant may submit only one application. If more than one NAWA application is submitted, the application submitted first will be directed for evaluation, leaving the others out of consideration. Only complete applications will be considered.

The Applicant shall be obliged to submit an application solely with regard to one selected field of studies. Submitting the application shall be tantamount to the Applicant accepting the Programme Regulations.

2.5. List of required attachments to the application

- 1) scan of a valid passport page containing a photograph and confirming the applicant's citizenship;
- 2) description of the planned Master's thesis in the field of engineering and technical sciences, agricultural sciences as well as exact and natural sciences – description of the topic and concept for the thesis, its research problem and research method;
- 3) a scan of the first-degree diploma in engineering and technical sciences, agricultural sciences as well as exact and natural sciences, together with a supplement (list of completed courses), obtained not earlier than in 2017; in the absence of a diploma, a scan of the first-degree diploma certified by the HEI (not earlier than in 2017).

For candidates who submit their application while being in the final year of first degree studies - scan of a certificate from the HEI confirming the Applicant's student status, together with information about the planned date of graduation.

If the country of origin's education system does not offer any form of two-stage studies - a copy of the diploma certifying graduation from master's degree studies or equivalent studies, obtained not earlier than in 2017, together with a supplement; for candidates who are students in the final year of those studies - a certificate from a higher education institution confirming the Applicant's student status, together with information on the planned date of graduation;

- 4) candidate's declaration of not having completed master's degree studies before (second-cycle studies or uniform master's degree studies) – does not apply to candidates from countries with no universal two-stage study system;
- 5) candidate's declaration of not having been a student of second-degree studies during the call for applications – does not apply to candidates studying in Poland and meeting the application conditions indicated in point 2.2 of these Regulations;
- 6) for candidates studying in Poland who are enrolled in second-degree studies – additional recommendation from the provost to award a NAWA scholarship, along with one of the following documents: certificate confirming that the average from grades achieved in the course of studies so far is at least 4.75 or a document confirming that the Applicant has been a finalist of an international contest in a relevant scientific discipline;
- 7) current (issued no earlier than 1 January 2019) medical certificate declaring the absence of any counter indications for undertaking studies in a given field (attachment no. 1 to the Regulations);
- 8) scan of a document confirming at least B1 level linguistic competence in Polish or English, e.g. a certificate of linguistic competence, certificate/diploma or other documents that confirm graduation from a secondary school where the language of instruction was Polish or English, certificate of graduating from a language school or language courses.

In the case when attachments are issued in a language other than Polish, attaching a translation from that language into Polish is also required. The only allowed forms of translation include a sworn translation or a translation certified by the Polish diplomatic and consular post.

3. THE PROCEDURE FOR EVALUATING AND SELECTING APPLICATIONS FOR FINANCING

Applications shall be subject to formal and merit-based evaluation.

3.1. Formal evaluation

The objective of the formal evaluation is to verify the application for the compliance with the formal criteria indicated in these Rules. In case an incomplete application is submitted, the Applicant shall be requested to supplement missing documents (attachments) within 14 days from the date of the

request, and shall be informed that a failure to supplement shall result in application being not considered. It is possible to supplement the application once within the time limit and to the extent indicated in the notification sent to the Applicant's e-mail address via the ICT system of the Agency. If the application is either not corrected or corrected erroneously, it will be left without consideration.

NAWA may also request such Applicant to provide further documents or clarifications. Information on the necessity to supplement the application or provide further clarifications shall be sent electronically as a notification from NAWA's ICT system to the Applicant's e-mail address found in the system or via direct e-mail route.

The form of communication with the Applicant used for the purpose of supplementing the application/providing clarifications, shall be correspondence via NAWA's ICT system and correspondence via e-mail. The Applicant is obliged to regularly check their correspondence in NAWA's ICT system as well as their e-mail inbox.

Applications shall not be given consideration, if:

- submitted after the deadline designated in the announcement of the call for proposals,
- they fail to meet the formal requirements specified in the announcement of the call for applications for participation in the Programme, including being submitted without all the required attachments.

The formal evaluation of the applications is made by the NAWA employees. Applicants shall be informed via the ICT system of the Agency about the result of formal evaluation. Positive result of the formal evaluation of submitted application (and its required attachments) is a prerequisite for the candidate to proceed to the stage of merit-based evaluation under the Programme. Should an application be left without consideration, the Applicant may submit an application for reconsideration, pursuant to Article 25(2) of the Act of 7 July 2017 on the Polish National Agency for Academic Exchange.

3.2. Merit-based evaluation

3.2.1. General information

Merit-based evaluation of applications is carried out by the examination committee appointed by the NAWA Director, based on interviews with the candidates. The interviews are conducted based on the description of the planned topic of the master's thesis submitted in the application (topic and concept for the thesis, its research problem and methodology).

The examination committee consists of the chairperson and committee members – external experts in the field of scientific disciplines covered by the Programme, pursuant to the Regulation of the Minister of Science and Higher Education of 20 September 2018 on the fields of studies as well as scientific and artistic disciplines (Journal of Laws, Item 1818).

The candidate interviews shall be held in Warsaw as well as other cities or countries depending on the number of candidates. NAWA Director may decide on a different mode for holding the interview (e.g. in the form of a video conference) in the case of Applicants for whom arriving to the interview would entail significant difficulties and costs. Candidates whose applications advanced to the merit-based evaluation stage shall be informed about the time and place of the interview via e-mail. Information regarding this topic shall also be made available on the website www.nawa.gov.pl.

Information on external experts carrying out the merit-based evaluation for the application shall be confidential and shall not be made publicly available. Every year, NAWA shall publish an alphabetical list of external experts participating in the evaluation of applications in a given calendar year, collectively for all programmes.

3.2.2. Detailed rules governing the merit-based evaluation

Merit-based evaluation of candidates is carried out by the examination committee in the form of interviews based on the following criteria:

Item	Description of the criterion	Person carrying out the evaluation	Score
1.	Concept of the master's thesis	Examination committee	0-8
2.	Knowledge of the scientific discipline related to the planned field of studies	Examination committee	0-8
3.	Linguistic competence in Polish or English	Examination committee	0-4
Total:			0-20

Students of second-degree studies in Poland in the field of engineering and technical sciences, agricultural sciences as well as exact and natural sciences, who have a recommendation from the provost of the HEI to award a NAWA scholarship and meet one of the following conditions: in the course of studies so far the average of their grades has been at least 4.75 or they have been finalists of international student contests in relevant scientific disciplines, shall be exempted from the interview - these Applicants shall be given the maximum number of points in the merit-based evaluation.

In order to receive a positive merit-based evaluation, the Applicant has to score at least 10 points, including no less than 3 points for each question referring to criterion no. 1 - Concept of the master's thesis and criterion no. 2 - Knowledge of the scientific discipline related to the planned field of studies.

In justified cases the NAWA Director can extend the period for carrying out merit-based evaluation.

3.2.3. Closing the call for applications and announcing its results

The chairperson of the examination committee shall create a ranking list of candidates based on the results of interviews. This list shall then be submitted for the approval of the Agency Director, along with recommendations for granting scholarships to particular candidates.

The ranking list shall include:

1. applications which received a positive merit-based evaluation are recommended for scholarship;
2. applications with a positive merit-based evaluation placed on the reserve list, which shall receive financing if the agreement with another Applicant eligible for financing shall not be signed. If such circumstances occur persons ranked further on the ranking list shall be recommended for financing, accounting for their score in the merit-based evaluation;
3. applications with a negative merit-based evaluation, i.e. applications that scored less than 10 points or less than 3 points for each question referring to criterion no. 1 - Concept of the master's thesis and criterion no. 2 - Knowledge of the scientific discipline related to the planned field of studies. These applications shall be considered as failing to meet the quality criteria and the Applicant shall not receive financing, even if there are sufficient funds in the Programme.

The NAWA Director issues a decision on granting or refusing to grant candidates funds under the Programme, based on the total number of points they scored in the merit-based evaluation, within the limit of positions available under the Programme.

The NAWA Director may refuse to grant financing to applications recommended for such. The reasons for a refusal of financing include:

1. the Applicant being in arrears with liabilities towards NAWA,
2. NAWA becoming aware of information affecting the process of allocating funds for the Programme,
3. lack of funds,
4. other circumstances that prevent the candidate from participating in the Programme.

Decision of the NAWA Director awarding the right to enrol in and pursue studies and other form of education (a preparatory course), granting a scholarship and waiving education fees (only for public HEIs) or refusing to grant a scholarship under the Programme, shall be sent to the Applicant via NAWA's ICT system. The list of Beneficiaries shall be posted on the NAWA's website in the Public Information Bulletin.

The aforementioned decision of the NAWA Director extends to the period necessary to complete a relevant language and adaptation course or a preparatory course and studies.

3.3. Candidates' approval by institutions preparing for studies in Poland.

Studies under the Programme are preceded by a month long language and adaptation course or a twelve month preparatory course related to undertaking studies in Poland, also with a NAWA scholarship; the courses are not addressed to Applicants who during the call for applications for the Programme were enrolled in second-degree studies. The course aims to improve the participants' linguistic competence in Polish as well as their knowledge of Polish history and culture and in the case of the preparatory course – also knowledge of subjects related to the course of their future studies.

NAWA Director shall decide on the Applicants' participation in a specific type of course based on their declarations of insufficient linguistic competence and intent to take part in a preparatory course that the candidates attached to their applications, as well as recommendations from the chairperson of the examination committee – in particular having to do with the Applicants' linguistic competence in Polish.

Persons found eligible for both types of courses preceding the actual course of studies in Poland under the Programme, complete the course at an institution they were assigned to by NAWA. Assignment to a particular institution shall be contingent on the planned field of studies and its availability.

3.4. Candidates' approval by higher education institutions in Poland

In order to commence their studies, the persons found eligible for the Programme shall be obliged to meet all formal requirements presented to them by the HEI, including presenting the original of the completion certificate for first-degree studies, legalised or stamped with an apostille by the institution authorised to do so in the country of issue.

Polish HEIs operate under a system of electronic registration of candidates. Persons applying to study under the Programme should register via an HEI's internet system on times specified by the HEI and in adherence to rules governing foreigner registration, on conditions of a NAWA scholarship. Persons taking part in the twelve month preparatory course register according to aforementioned rules and conditions while the preparatory course is still in progress.

Final decisions regarding admissions of candidates are taken by the HEIs. Non-public HEIs shall also specify the financial conditions of education. NAWA does not provide reimbursement for registration fees.

3.5. Appeal procedure

1. The Applicant, having received information about their application being left out of consideration, along with the NAWA Director's decision refusing to grant funding, may request

the Director to reconsider in the case of any formal infringements occurring in the course of allocating funds.

2. The request to reconsider the case shall only cover reservations related to formal issues in the process of granting funds, and not to the validity of the merit-based evaluation. Submitting the request for reconsideration for other reasons shall result in a decision stating the inadmissibility of the request for reconsideration.
3. The request for reconsideration should be submitted to the Director within 14 days from the date of the decision or information about the request having been left without consideration, to the following address:
Polish National Agency for Academic Exchange
ul. Polna 40
00-635 Warsaw
4. When:
 - a decision is issued stating the inadmissibility of the request for reconsideration;
 - the NAWA Director issues a decision refusing to grant funds in the case the request for reconsideration has been accepted;
 - the NAWA Director issues a decision refusing to grant funds or upholding the decision of the NAWA Director to refuse to grant funds, the Applicant can lodge a complaint with the Voivodeship Administrative Court in Warsaw, ul. Jasna 2/4, 00-013 Warsaw. The complaint shall be lodged through the Director of the Polish National Agency for Academic Exchange located at ul. Polna 40, 00-635 Warsaw, within 30 days from the receipt of the aforementioned decision.
5. No person who at any stage was performing any activities related to the application or was involved in its evaluation is allowed to participate in the examination of the request for reconsideration. When considering the aforementioned requests, the Director may consult external experts.

4. SCHOLARSHIP AGREEMENT

The Applicant shall gain Beneficiary status when they sign the Programme agreement.

Signing the scholarship agreement with the Beneficiary takes place based on the Director's decision on granting funds under the Programme. Based on the decision of the NAWA Director Beneficiaries undertake and complete the language and adaptation course or preparatory course, respectively, prior to beginning the actual course of studies in Poland to then commence with their studies (Beneficiaries who during the call for applications were enrolled in the second-degree studies in Poland shall continue their studies).

The agreement shall be concluded between the Polish National Agency for Academic Exchange and the Applicant through the institution carrying out the course or the HEI, respectively, by 31 October of a given year when the Beneficiary began the course, actual course of studies, or

continued with previous studies, or by 31 March in the case of persons beginning their studies in the summer semester of a given academic year.

The Beneficiary shall sign a single agreement only – for course participants collectively for the course and scholarship based studies.

The Beneficiary shall sign the agreement in two copies. The institution or the HEI shall send signed copies of the agreement to the Polish National Agency for Academic Exchange.

A template of the agreement constitutes Attachment no. 2 to these Regulations.

5. RIGHTS AND OBLIGATIONS OF THE PROGRAMME BENEFICIARY

1. Under the Agreement, the Beneficiary shall, in particular:
 - provide the Agency with an HEI-issued certificate confirming admission to studies in a given field and indicating the studies' period, within 14 days from being admitted;
 - legalise their stay in Poland for a definite period of time and present, at the course institution and the HEI, respectively, a document certifying the legality of the stay by 30 November of each year;
 - regularly attend classes provided for in the curriculum of the courses or studies;
 - observe the provisions of these Regulations and the scholarship agreement, as well as the rules governing the completion of courses or studies, pursuant to the provisions in force at the institution and the HEI conducting such course or studies;
 - submit annual reports in a timely manner;
 - participate in events organised by the Agency;
 - participate in Programme evaluation – fill in the evaluation questionnaire and participate in other evaluation activities carried out by NAWA;
 - have health insurance and provide the institution conducting the preparatory course and the HEI with a confirmation of having health insurance by 30 November of each year. Beneficiary may obtain insurance through signing a contract with the National Health Fund;
 - inform NAWA about any events and situations that may affect the Beneficiary's performance under the Programme, including being granted student leave.

2. Beneficiary has the right to:

- collect scholarship pursuant to the Programme Regulations;
- change their field of studies in the following mode:

Changing a field of studies is allowed within the same scientific discipline, specified in the Regulation of the Minister of Science and Higher Education of 20 September 2018 on the fields of study as well as scientific and artistic disciplines. Changing the field of studies to one outside the same scientific discipline shall not be allowed.

Changing the field of studies prior to the Beneficiary's enrolment in the courses shall not be possible.

Changing the field of studies while enrolled in a course or studies requires the Beneficiary to submit an application to NAWA, along with their reasoning and opinion of the institution or HEI where the Applicant is receiving education. The application is submitted through the said institution or HEI.

- changing the HEI where the Beneficiary plans to enrol or is already enrolled in studies, in the following mode:

Changing the HEI while enrolled in a course or studies requires the Beneficiary to submit an application to NAWA, along with their reasoning and opinion of the institution or course lecturer (if applicable) as well as a promise of admission to a given intended HEI. The application shall be submitted through the said institution conducting the course or through the HEI.

- changing the period of the preparatory course in the following mode:

Extending or shortening the period of participation in the preparatory course by one semester is an option for Beneficiaries whose planned course of studies begins in the summer semester of the academic year and who completed two semesters of the course (in the case of applying for an extension) or one semester of the course (in the case of applying for a shortening). Changing the period of the preparatory course requires the Beneficiary to submit an application, along with their reasoning and opinion of the institution where the Beneficiary has been attending the course. The application shall be submitted through the said institution.

If the studies begin in the winter semester of the following academic year, extending or shortening the participation period in the preparatory course shall not be allowed.

In other justified cases, the Beneficiary may submit an application to NAWA for one additional semester of the course in Polish through the centre where they have been assigned to attend the course, along with their reasoning and recommendation from the institution.

Decisions regarding the possibility of changing the HEI, the field of studies and the period of participation in the preparatory course, as well as the financial conditions of these changes, are made by the NAWA Director based on the opinions of the Team for Students' Programmes (the opinions of the Team are not required for changing the field of studies within the same scientific discipline, as defined in the Regulations).

6. RULES GOVERNING SCHOLARSHIP PAYMENT

1. Scholarship of the NAWA Director is granted for a month long language and adaptation course, regulation period of the preparatory course for studies and the regulation period of studies, i.e. for the number of semesters provided for by given studies' regulations.
2. The scholarship of the NAWA Director shall be paid once a month through the institution conducting the course or through the HEI.
3. NAWA's Beneficiary shall be obliged to collect a living allowance scholarship from a single source only, i.e. only as part of funds that they received as Beneficiary under the Programme. The living allowance scholarship can be collected by Beneficiaries found eligible for scholarship exchanges abroad under the Erasmus+ Programme or for study exchanges under inter-HEI

- exchange they were directed to by their home HEI. Keeping the scholarship requires the Beneficiary to submit an application, along with their reasoning and opinion of the directing HEI.
4. During the preparatory course the scholarship shall amount to PLN 1,700 per month (the Beneficiary does not enjoy student status, which prevents them from benefitting from student discounts, e.g. for public transport).
 5. The scholarship amounts to PLN 1,500 per month for participants of the language and adaptation course and students of the second degree studies.
 6. In the course of their studies the Beneficiary shall also be receiving:
 - during the first year of studies – the first monthly scholarship plus PLN 500, allocated to cover the costs of establishment in Poland – does not apply to persons who graduated from first-degree studies in Poland and had been enrolled in second-degree studies in Poland when the call for applications for the Programme was announced;
 - during the last year of studies – the last monthly scholarship plus PLN 500, allocated for the costs related to preparing the diploma thesis.
 7. In the case of a documented event of force majeure the NAWA Director may, upon the Beneficiary's written request, allow a onetime PLN 500 increase of the scholarship paid to them in a given month, on account of the said event of force majeure. NAWA shall pay this part of the scholarship to the Beneficiary's individual account
 8. The scholarship shall be granted for a language and adaptation course or a preparatory course, as well as for one form of education and one field of studies. The Beneficiary's simultaneous undertaking of another form of education or parallel studies shall proceed with the consent and on conditions set by the HEI, however, without the option to collect scholarship and additional financing from NAWA.
 9. The scholarship shall be paid for maximum 1 month of the language and adaptation course, maximum 12 months of an academic year, starting from the first month of classes in the preparatory course or in the course of studies; in the case of Beneficiaries continuing their previously started second-degree studies in Poland – beginning in October of the year during which the scholarship was awarded.
 10. Scholarship payment in the following academic year shall be contingent on sending a correct and complete Report referred to in part 7 of these Regulations.
 11. The scholarship payments shall be suspended (temporarily withheld) if the Beneficiary:
 - is on student leave (or a similar justified leave of absence),
 - has been outside of Poland for more than 30 days – except for undertaking a visit for which they were directed by the HEI, e.g. as part of the Erasmus+ programme.Once the reasons for suspending the scholarship cease to apply, the Beneficiary may request the Agency, through the HEI, to reinstate the scholarship.
 12. Financial conditions of education while scholarship payments are suspended, i.e. exemption from study fees, shall be specified on a case by case basis by the NAWA Director upon the Beneficiary's request, submitted with the opinion of the Team for Students' Programmes.
 13. The scholarship shall be withdrawn (deprivation of the right to collect the scholarship) and the agreement with the Beneficiary terminated if the Beneficiary:

- repeats a semester or full year of the preparatory course or studies;
 - is removed from the list of course participants by the institution conducting the preparatory course or removed from the student list by the HEI,
 - provided incorrect information on the basis of which funds have been granted to the Beneficiary,
 - in the course of education they obtained a permanent residence permit or Polish citizenship,
 - has been subject to a disciplinary penalty or convicted by a valid court judgment for an offence committed intentionally or for an intentional tax offense,
 - has been staying in Poland illegally or failed to present a document confirming the legality of their stay,
 - does not hold health insurance or has not submitted a document certifying that they hold health insurance,
 - fails to submit or correct their annual report,
 - violates the relevant provisions of the Agreement or the Programme Regulations other than those mentioned above.
14. Should the scholarship be withdrawn on account of the Beneficiary re-taking a year or semester under the Programme, specifying the financial conditions for allowing the Beneficiary to continue the preparatory course or course of studies shall fall under the purview of the institution conducting the course or the HEI. The Beneficiary may continue their education without having to incur education fees and without a scholarship from NAWA, provided that they have the consent of the relevant institution or HEI.

Participation in the Programme shall not entitle the Beneficiaries to receive any other benefits in addition to those mentioned above.

7. REPORTING

1. In the course of their education the Beneficiaries of NAWA shall be obliged to submit annual report for the past academic year by:
 - 15 October of a given year (in the case of Beneficiaries beginning their studies in the summer semester of a given academic year their first report shall be a single semester report: covering the first semester of their studies)featuring information on collecting all credits required to complete a given academic year and the average from achieved grades.
2. The first report should be submitted after completing the twelve month preparatory course; in the case of Beneficiaries participating in the language and adaptation course or continuing their second-degree studies that began prior to the call for applications for the Programme – after completing the first year of studies under the Programme.
3. Information on the report submission procedure shall be provided to the Beneficiaries through NAWA's website or via e-mail.

4. In the case of submitting a report that is incorrect or incomplete, the Beneficiary shall be obliged to correct or complete it within 14 days of receiving the information about the need for corrections or missing information.
5. Sending a correctly filled in and complete report as well as completing the preparatory course or academic year shall be the condition for commencing scholarship payments in the following academic year.
6. The Beneficiary who fails to timely submit the report confirming their completion of the preparatory course or the last academic year, shall be deprived of the right to collect scholarship from NAWA in the coming academic year. Should they receive scholarship that was not due to be paid, the Beneficiary may be called to return the funds received.

8. EVALUATION

The Beneficiaries are required to participate in the Programme evaluation carried out by NAWA. Taking part in the evaluation comprises filling in annual evaluation questionnaires in order to offer the Beneficiary's opinion on various aspects of participating in the Programme in the last academic year. The questionnaire is submitted following the completion of each academic year, by 15 October, along with the report referred to in point 7. Sending the questionnaire shall be the condition for commencing scholarship payments in a given academic year. Participation in the evaluation shall also include the Beneficiary taking part in separate evaluation surveys commissioned by NAWA, following the adopted survey methodology. It is assumed that the Beneficiary, while taking part in the Programme, may be invited to participate in the survey two times and once within 2 years after they cease to collect the scholarship. NAWA intends to carry out an online questionnaire among Programme alumni in order to identify their patterns of professional development and education ever since their participation in the Programme ended. NAWA guarantees full confidentiality of the opinions and information provided by the Beneficiary within the framework of the Programme evaluation and guarantees that the data obtained from the Beneficiary within the framework of the evaluation will have no influence on the conditions of paying the scholarship to the Beneficiary.

9. AMENDMENTS TO THE REGULATIONS

NAWA reserves the right to amend these Regulations over the course of the call for applications, except for amendments resulting in unequal treatment of the Applicants, unless a necessity to introduce such amendments arises from the generally applicable law. Introduced amendments shall apply from the moment of their publication, effected in the way analogous to the announcement of the call for proposals. Applications filed prior to publishing the amendments to the Regulations shall be resubmitted or supplemented by the Applicant if their provisions are not in line with amendments introduced. NAWA shall send notifications of the amendments to all Applicants who

submitted their applications prior to the Regulations amendments' publication, by sending information in the ICT system of the Agency or via e-mail to the e-mail address provided in the application. At the same time NAWA reserves the right to introduce changes to the Regulations, which are of organising and clarifying nature, as well as in order to rectify obvious mistakes in the Regulations, without separately informing about modifications introduced, subject to publication of the contents of the Regulations taking into account modifications made, which at the same time is the moment, from which they shall be in force.

NAWA reserves the right to cancel a call for proposals, particularly when substantial changes are made to provisions of law affecting the conditions for carrying out a call for proposals, instances of force majeure or in other justified cases.

All information necessary for the proper conduct of the call of proposals is placed by NAWA on the website www.nawa.gov.pl. It is recommended that the Applicants keep themselves apprised of the information placed on the aforementioned website.

10. PERSONAL DATA PROTECTION

The Agency shall be the personal data Controller for the Applicants, Beneficiaries and contact persons. The data will be used for:

- carrying out the call for applications under the Programme,
- selecting Beneficiaries and concluding scholarship agreements with them,
- execution of concluded scholarship agreements.

Personal data of the Beneficiary may be transmitted to NAWA staff members, external experts, diplomatic and consular posts, staff members of the institution conducting the language and adaptation course or preparatory course or HEI staff, in connection with the implementation of the aforementioned objectives. Transmitting of personal data to the aforementioned persons or entities outside the European Economic Area (European Union Member States, Iceland, Norway and Liechtenstein) shall take place on the basis of standard data protection clauses adopted or approved by the European Commission. The data subject shall be entitled to receive a copy of the data transmitted outside of the EEA.

The legal basis for the processing of personal data is Article 6(1)(b) of the General Data Protection Regulation (GDPR). The data is provided voluntarily, however, it is necessary for participating in the call for applications or to sign scholarship agreements. Refusal to provide data shall be tantamount to the application being left out of consideration.

Personal data:

- Of the Applicants – will be used for a period of 5 years from announcing the results of the call for applications,
- Of the Beneficiaries – will be used for a period of 5 years from the termination of the scholarship agreement,

- of the contact persons – will be used for a period of 5 years from the termination of the scholarship agreement.

The data subjects shall be entitled to:

- request the Agency to provide access to their personal data,
- correct, remove or limit the use of their personal data,
- transfer their personal data,
- lodge a complaint with the supervisory body (President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw).

- in line with the rules specified in the GDPR.

Contact details of the Data Protection Officer: Adam Klimowski, [email: odo@nawa.gov.pl](mailto:odo@nawa.gov.pl).

11. CONTACT WITH NAWA

Contact person, Department of Programmes for Students:

Aleksandra Długosz

e-mail: aleksandra.dlugosz@nawa.gov.pl

telephone number: 0048 22-390-35-21

12. ATTACHMENTS

Attachment No 1: Template of the medical certificate

Attachment No 2: Template of the agreement with the Beneficiary

Attachment No 1: Template of the medical certificate

.....

official stamp of the institution

Medical certificate

stating that there are no contraindications to undertake education in a chosen field of studies and form of education

Name and Surname

.....

Date of birth:

.....

Field of study:

.....

- This is to confirm that there are no contraindications to study at the field of study
- This is to confirm that there are contraindications to commence education in a given field of studies

Recommendations:

.....
Date, Doctor's stamp and signature

Attachment No 2: Template of the agreement with the Beneficiary

IDENTIFICATION CARD TO THE AGREEMENT WITH A BENEFICIARY

CONTRACT DATA		
NAWA Decision number	[number]	
NAWA Agreement number	[number]	
Start date	[date]	
End date	[date]	
BENEFICIARY DATA		
Beneficiary	[first name and surname]	
Address	[street, building no /apartment no/ postal code/city/ country]	
ID number or Passport number	[if applicable]	
PESEL	[if applicable]	
FINANCING		
Granted funds	[amount]	[currency symbol]

DECLARATION OF A BENEFICIARY

I confirm the compliance of these data with the actual and legal status and acknowledge that this page to the contract is its integral part.

.....
(Place, date)

.....
(Signature of the Beneficiary)

AGREEMENT NO .../...

Concluded in Warsaw (hereinafter referred to as the “Agreement”), between:

The Polish National Agency for Academic Exchange established in Warsaw, ul. Polna 40, 00-635 Warszawa, NIP: 5272820369, REGON (statistical identification number): 368205180, hereinafter referred to also as the “Agency”,

represented by its legal representative for the purpose of concluding this Agreement,
and

[Name and surname], citizen of [name], residing at ul. [residence address], identity card/passport no.: [number], hereinafter referred to as the “Beneficiary”,

hereinafter jointly referred to as the “Parties”,

reading as follows:

§1

Subject of the agreement

1. The subject of the Agreement is the Beneficiary’s completion of the Stefan Banach Programme – second-degree studies (hereinafter referred to as the „Programme”), co-financed by the Agency, pursuant to the decision no. [number] of [date].
2. The programme will be carried out in accordance with the rules provided for in this Agreement.
3. The programme covers the completion of the [choice: language-adaptive/preparatory] course and studies by the Beneficiary within the time period specified in the Regulations.
4. The Agency Director awarded financial resources to the Beneficiary for the completion of the Programme, amounting to PLN (say: [value] PLN .../100).
5. The funds referred to in section 4 were granted for the period of [number] months from [date] until [date], i.e.:
 - for completing the [choice: language-adaptive/preparatory] course: for the period of [number] months from [date] until [date] the maximum amount of [amount] PLN (say: [value] PLN/100).
 - for completing the second-degree studies: for the period of [number] months from [date] until [date] the maximum amount of [amount] PLN (say: [value] PLN .../100).

§2

Terms and conditions of the Agreement

1. The Agency and the Beneficiary undertake to execute the Agreement on the basis of:
 - 1) generally applicable provisions of the law,
 - 2) provisions of the Agreement,
 - 3) the Beneficiary's application submitted in the call for applications under the Programme,
 - 4) the Regulations of the Programme applicable as at the date of the conclusion of the Agreement.
2. Declarations submitted in the call for applications under the Programme shall be binding for the duration of the Agreement.
3. The Agency shall not be liable for any damages incurred by the Beneficiary or third parties arising from the performance of the Agreement.

§3

Obligations of the Beneficiary

Under the Agreement, the Beneficiary shall, in particular:

- 1) provide the Agency with an HEI-issued certificate confirming admission to studies in a given field and indicating the studies' period, within 14 days from being admitted;
- 2) legalise their stay in Poland for a definite period of time and present, at the course institution and the HEI, respectively, a document certifying the legality of the stay by 30 November of each year;
- 3) regularly attend the classes provided for in the curriculum of the course or studies;
- 4) observe the provisions of these Regulations and the scholarship agreement, as well as the rules governing the completion of the preparatory course or studies, pursuant to the provisions in force at the institution and the HEI conducting such course or studies;
- 5) submit annual reports in a timely manner;
- 6) participate in events organised by the Agency;
- 7) participate in Programme evaluation – fill in the evaluation questionnaire and participate in other evaluation activities conducted by the Agency;
- 8) hold health insurance and provide the institution conducting the preparatory course and the HEI, respectively, with a confirmation of holding health insurance by 30 November of each year;
- 9) inform the Agency about any events and situations that may affect the Beneficiary's performance under the Programme, including being granted student leave.

§4

Rules of financing. Rules for suspending financing

1. NAWA Director's scholarship is granted for the regulation specified duration of the **[language and adaptation/preparatory]** course and for the regulatory period of studies, i.e. for the number of semesters indicated in the regulations applicable to given studies.
2. The scholarship of the Agency Director shall be paid once a month, through the institution conducting the course or through the HEI.
3. The Agency's Beneficiary shall be obliged to collect a living allowance scholarship from a single source only, i.e. exclusively from the funds granted to them in view of the fact that they are Beneficiaries under the Programme. The living allowance scholarship can be collected by Beneficiaries found eligible for scholarship based exchanges abroad under the Erasmus+ Programme or for study exchanges under inter-HEI exchange they were directed to by their home HEI. In order to keep the scholarship, the Beneficiary has to submit an application to the Agency along with their reasoning and the opinion of the HEI organising the scholarship/exchange.
4. The Agreement shall entitle the Beneficiary to the following funds:
 - 1) scholarship in the amount of PLN [1500/1700] (say: [fifteen/seventeen hundred] PLN 00/100) a month being enrolled in the **[language and adaptation/preparatory]** course;
 - 2) scholarship in the amount of PLN [1,500] (say: fifteen hundred PLN 00/100) a month being enrolled in second-degree studies;
 - 3) during the first year of studies – the first monthly scholarship plus PLN 500, allocated to cover the costs of establishment in Poland – does not apply to persons who graduated from first-degree studies in Poland and had been enrolled in second-degree studies in Poland when the call for applications for the Programme was announced;
 - 4) during the last year of studies – the last monthly scholarship plus PLN 500, allocated for the costs related to preparing the diploma thesis.
5. In the case of a documented event of force majeure the Agency Director may, upon the Beneficiary's written request, allow a onetime PLN 500 (say: five hundred PLN 00/100) increase of the scholarship paid to them in a given month, on account of the said event of force majeure. Agency shall pay out this part of the scholarship to the Beneficiary's individual account.
6. The scholarship shall be granted for the **[language and adaptation/preparatory]** course, as well as for one form of education and for one field of studies. The Beneficiary's simultaneous undertaking of another form of education or parallel studies shall proceed with the consent and on conditions set by the HEI, however, without the option to collect scholarship and additional financing from the Agency.
7. The scholarship shall be paid for maximum **[1 month of the language and adaptation course]** and maximum 12 months of an academic year, starting from the first month of classes in the **[preparatory course]** or in the course of studies; in the case of Beneficiaries continuing their previously started second-degree studies in Poland – beginning in October of the year during which the scholarship was awarded;
8. Scholarship payment in the following academic year shall be contingent on sending a correct and complete report referred to in point 6 (1).

9. The condition for payment of financial resources granted under the Agreement is the Agency having the funds to implement the Stefan Banach scholarship programme – second-degree studies. The Agency shall not be held responsible for the actions or neglect of the institution conducting the course or the HEI, especially delaying or defaulting on payments of the granted funds.
10. The payout of the scholarship shall be suspended when the Beneficiary:
 - i. is on student leave (or a similar justified leave of absence),
 - ii. has been outside of Poland for more than 30 days – except for undertaking a visit for which they were directed by the HEI, e.g. as part of the Erasmus+ programme.Once the reasons for suspending the scholarship cease to apply, the Beneficiary may request the Agency, through the HEI, to reinstate the scholarship.
11. Upon the Beneficiary's request approved by the Team for Students' Programmes, the Agency Director shall establish the financial conditions applicable to studies while scholarship payments are suspended, i.e. exemption from fees.

§5

Insurance

1. The Beneficiary starting their education in Poland is obliged to hold health insurance:
 - 1) Beneficiary being a citizen of a European Union Member State, provided they hold insurance there, shall be obliged to hold the European Health Insurance Card;
 - 2) Beneficiaries not holding the European Health Insurance Card may insure themselves voluntarily by signing an agreement with the National Health Fund.
2. By 30 November of each year, the Beneficiary shall be obliged to submit, at the institution conducting the preparatory course or the HEI, respectively, a confirmation of holding health insurance.

§6

Reports of the Beneficiary

1. In the course of their education, the Beneficiary shall be obliged to submit annual reports for the last academic year by 15 October of a given year, featuring information on collecting all credits required to complete a given academic year and the average from achieved grades. In the case of Beneficiaries beginning their studies in the summer semester of a given academic year, their first report shall be a semester report: covering the first semester of their studies.
2. The first report has to be submitted following the completion of the preparatory course; in the case of Beneficiaries not taking part in this course, the report has to be submitted following the completion of the first year of studies under the Programme.
3. Beneficiaries shall be informed on how to submit the report via NAWA's website or by e-mail.
4. In the case of submitting a report that is incorrect or incomplete, the Beneficiary shall be obliged to correct or complete it within 14 days of receiving the information about the need for corrections or missing information.

5. Sending a correctly filled in and complete report as well as completing the preparatory course or academic year shall be the condition for commencing scholarship payments in the following academic year.
6. The Beneficiary who fails to submit the report confirming their completion of the preparatory course or the last academic year in due time shall be deprived of the right to receive scholarship from the Agency in the coming academic year. Should they receive scholarship they were not entitled to, the Beneficiary may be called to return the funds received.

§7

Rules of project evaluation

1. The Beneficiary shall be obliged to participate in the Programme's evaluation surveys conducted or commissioned by the Agency.
2. Once a year the Beneficiary shall be obliged to complete an online evaluation questionnaire, which the Agency may conduct after a given academic year is over, by 15 October.
3. The Beneficiary shall undertake to complete an online questionnaire which the Agency may conduct within 2 years from the scholarship collection period running its course, with the aim of identifying patterns of professional development and education since the Programme's completion.
4. The Agency shall guarantee full confidentiality of opinions and information provided by the Beneficiary within the framework of the Programme evaluation and shall guarantee that the data obtained from the Beneficiary within the framework of the evaluation will have no influence on the conditions of scholarship payments made to the Beneficiary.

§8

Rules of Agreement termination, force majeure

1. The Agency may terminate the Agreement and suspend the right to collect scholarship with immediate effect if the Beneficiary:
 - 1) repeated a semester or full year of the preparatory course or studies;
 - 2) was removed from the list of course participants by the institution conducting the course or removed from the student list by the HEI,
 - 3) provided incorrect information on the basis of which funds have been granted to the Beneficiary,
 - 4) in the course of education they obtained a permanent residence permit or Polish citizenship,
 - 5) has been subject to a disciplinary penalty or convicted by a valid court judgment for an offence committed intentionally or for an intentional tax offense,
 - 6) has been staying in Poland illegally or failed to present a document confirming the legality of their stay on the territory of the Republic of Poland,

- 7) does not hold health insurance or failed to submit a document certifying that they hold health insurance,
 - 8) fails to submit or correct their annual report,
 - 9) violates the relevant provisions of the Agreement or the Programme Regulations, other than those mentioned above.
2. Termination of the Agreement requires a written form under pain of nullity.
 3. Specifying the financial conditions for allowing the Beneficiary, whose scholarship was suspended due to re-taking a year or a semester, to continue the preparatory course or course of studies shall fall under the purview of the institution conducting the course or the HEI. The Beneficiary may continue their education on conditions that do not entail incurring any education fees and without a scholarship from the Agency, provided that they have the consent of the relevant institution or HEI.
 4. The Parties shall be exempted from liability for failure to fulfil their obligations under the Agreement due to force majeure.
 5. By force majeure, the Parties shall understand, in particular: external events beyond the control of the Parties, affecting the performance of the Agreement and being of extraordinary, unforeseeable and unavoidable nature, which occurred after the conclusion of the Agreement.
 6. A Party may invoke the occurrence of the circumstances of force majeure only if, without delay, but no later than within 3 days, it informs the other Party, via email, of the occurrence of force majeure, and presents a description of the situation or event, expected duration of force majeure and the foreseeable effects of the occurrence of force majeure.
 7. The Parties shall take the necessary measures to reduce the damage caused by force majeure and make every effort to resume the performance of the Agreement as soon as possible.

§9

Rules of personal data protection, dissemination of the image

1. The Agency shall be the personal data Controller for the Applicants, Beneficiaries and contact persons. The data will be used for:
 - carrying out the call for applications under the Programme,
 - selecting Beneficiaries and concluding scholarship agreements with them,
 - execution of concluded scholarship agreements.
2. Personal data of the Beneficiary may be transmitted to the Agency's staff members, external experts, diplomatic and consular posts, staff members of the institutions conducting the **[language and adaptation/preparatory]** course or HEI staff, in connection with the implementation of the aforementioned objectives. Transmitting of personal data to the aforementioned persons or entities outside the European Economic Area (European Union Member States, Iceland, Norway and Liechtenstein) shall take place on the basis of standard data protection clauses adopted or approved by the European Commission. The data subject shall be entitled to receive a copy of the data transmitted outside of the EEA.
3. The legal basis for the processing of personal data is Article 6(1)(b) of the General Data Protection Regulation (GDPR). The data is provided voluntarily, however, it is necessary for

participating in the call for applications or to sign scholarship agreements. Refusal to provide data shall be tantamount to the application being left out of consideration.

4. Personal data:
 - of the Applicants – will be used for a period of 5 years from announcing the call for applications results
 - of the Beneficiaries – will be used for a period of 5 years from the termination of the scholarship agreement
 - of the contact persons – will be used for a period of 5 years from the termination of the scholarship agreement
5. The data subjects shall be entitled to:
 - request the Agency to provide access to their personal data,
 - correct, remove or limit the use of their personal data,
 - transfer their personal data,
 - lodge a complaint with the supervisory body (President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw).

- in line with the rules specified in the GDPR.
6. Contact details of the Data Protection Officer: Adam Klimowski, [email: odo@nawa.gov.pl](mailto:odo@nawa.gov.pl).

§10

Final provisions

1. The rights and obligations of the Parties under the Agreement shall not be transferred to third persons.
2. In matters not covered by the Agreement the provisions of the Act on the Polish National Agency for Academic Exchange, the Civil Code or other relevant legislation in force shall apply.
3. Disputes resulting from the performance of the Agreement shall be resolved by a common court competent for the registered office of the Agency.
4. Any amendment to the Agreement shall be null and void unless made in writing, unless the provisions of the Agreement stipulate otherwise.
5. The Agreement shall enter into force once it is signed by the latter of both Parties.
6. The Agreement has been drawn up in two identical copies, one for each Party.

Agency:

Beneficiary:

(Signature)

(Signature)



Warsaw, _____

(Place, date)

_____, _____

(Place, date)