

BEKKER PROGRAMME RULES  
MEDIUM-TERM MOBILITY OF SCIENTISTS

Warsaw, 4 April 2018

Table of contents:

1.	GENERAL INFORMATION ABOUT THE PROGRAMME .....	3
1.1.	Main objective of the Programme.....	3
1.2.	Specific objectives .....	3
1.3.	Basic terms and abbreviations .....	3
1.4.	Programme Schedule .....	4
1.5.	Rules of the call for applications .....	6
2.	APPLICATION PROCEDURE .....	6
2.1.	Eligible Applicants .....	6
2.2.	Date and form of submitting applications .....	6
2.3.	Information about the application.....	7
2.4.	List of required annexes to the application.....	7
2.5.	Submission of applications in the system.....	7
3.	PROCEDURE FOR ASSESSING AND SELECTING THE APPLICATIONS.....	8
3.1.	Process of assessing the applications .....	8
3.2.	Formal assessment.....	8
3.3.	Substantive assessment.....	9
3.4.	Substantive assessment criteria.....	10
3.5.	Ranking list and conclusion of the call for applications.....	11
3.6.	Method of publishing the information about the results of the call for applications.....	12
3.7.	Appeal procedure .....	12
4.	SCHOLARSHIP AGREEMENT.....	12
5.	BENEFICIARY'S OBLIGATIONS .....	13
6.	FINANCING RULES.....	13
6.1.	Project implementation period.....	13
6.2.	Project budget .....	14
6.3.	Documenting of expenses .....	15
6.4.	Rules of making payments .....	15
6.5.	Suspension of the scholarship .....	16
6.6.	Termination of the scholarship agreement .....	16
7.	REPORT SUBMISSION AND VERIFICATION .....	16
8.	EVALUATION.....	17
9.	PROTECTION OF PERSONAL DATA.....	18
10.	CONTACT WITH NAWA.....	18

## 1. GENERAL INFORMATION ABOUT THE PROGRAMME

### 1.1. Main objective of the Programme

The objective of the Programme is to increase the international mobility of scientists and academic teachers employed in Polish universities and scientific units by allowing them to conduct scientific research or teaching activities in reputable international centres around the world. **Visits lasting from 3 to 12 months** will allow them to stay in recognised scientific centres, to establish long-term cooperation with them and to implement projects together with prominent scientists from abroad. For younger scientists, the Programme will also create a chance to implement valuable post-doctoral traineeships.

The Programme provides financing for a scholarship covering both the Beneficiary's maintenance costs related to the stay of a scientist at a foreign host centre and the mobility allowance. The amount of the scholarship may be increased if the visit includes the Beneficiary's spouse and minor children and in the case of the Beneficiary with severe or moderate disability – his/her guardian.

The Applicants in the Programme are **individual scientists and academic teachers holding at least a Ph.D. degree**, employed in Polish universities or scientific units based on a contract of employment or civil-law contract.

### 1.2. Specific objectives

The Programme enables the visits, the objective of which is to:

- conduct research or development work;
- acquire scientific work material;
- conduct teaching activities at a host centre;
- participate in scientific fellowship;
- conduct other forms of scientific or academic activity.

In the application, the Applicant shall submit a project covering one or more of the activities indicated above, which he/she intends to implement at a foreign host centre, indicating their objectives and importance for the development of his/her scientific career and justifying the choice of a host centre for planned activities. The Applicant shall also attach an invitation from a host centre confirming the willingness to establish cooperation and to admit a NAWA scholarship holder for the period requested.

### 1.3. Basic terms and abbreviations

- **Agency, NAWA** – Polish National Agency for Academic Exchange
- **Beneficiary** – NAWA scholarship holder
- **Manager** – Director of the Polish National Agency for Academic Exchange
- **External expert** – person from home or abroad who, on behalf of NAWA, carries out substantive assessments of applications submitted as part of a call for applications for

participation in the Programme. An external expert may individually carry out a substantive assessment of applications as a reviewer or may be a member of the evaluation team

- **Host centre** – foreign scientific or academic centre to which the Applicant is planning to travel
- **Programme** – Bekker Programme for the medium-term mobility of researchers
- **Project** – project implemented under the NAWA scholarship, including research or teaching activities and other forms of scientific activity carried out at a host centre
- **Reviewer** – external expert carrying out an individual substantive assessment of applications submitted as part of a call for applications for participation in the Programme
- **ICT system of the Agency** – system in which the call for and assessment of applications and of reports submitted by the Beneficiary are conducted
- **Scholarship** – funds granted by a decision of the Director under the Programme
- **Act on NAWA** – Act of 7 July 2017 on the Polish National Agency for Academic Exchange (Journal of Laws item 1530)
- **Applicant** – scientist or academic teacher holding at least a Ph.D. degree, employed in a Polish scientific unit or university under a contract of employment or civil-law contract, who submitted or is planning to submit an application for participation in the Programme
- **Evaluation team** – team of external experts appointed by the Director to carry out a substantive assessment of applications to an extent provided for in the Rules.

#### 1.4. Programme Schedule



## Rules of the call for applications

NAWA reserves the right to amend these Rules in the course of the call for applications, exclusive of amendments resulting in unequal treatment of the Applicants, unless a necessity for such amendments arises from the applicable law. The amendments introduced shall apply from the moment of their publication, made in the same way as the announcement of the call. The applications submitted prior to the publication of amendments to the Rules must be resubmitted by the Applicant if their provisions are inconsistent with the amendments made. NAWA will notify all Applicants, who submitted their applications prior to publication of the amendments to the Rules, of the amendments by sending information in the ICT system of the Agency.

NAWA reserves the right to cancel the call for applications, in particular, in the event of introducing essential amendments to the legislation affecting the conditions of the call for applications, force majeure events or in other justified cases.

All information necessary for the proper conduct of the call for applications is posted by NAWA on the website [www.nawa.gov.pl](http://www.nawa.gov.pl). It is recommended that entities interested in applying for funds under this call become familiar, on an ongoing basis, with the information on the aforementioned website where all essential information is published.

## 2. APPLICATION PROCEDURE

### 2.1. Eligible Applicants

Participation in the Programme may be applied for by scientists and academic teachers holding at least a Ph.D. degree, who at the time of submitting an application are employed based on a contract of employment or civil-law contract in the Polish universities referred to in Article 2(1)(1) of the Act on higher education (Journal of Laws of 2017 item 2183) or scientific units referred to in Article 2(9)(a)-(f) of the Act of 30 April 2010 on the principles of financing science (Journal of Laws of 2018, item 87).

The Programme is open to scientists representing all fields of science. There are also no restrictions as to the countries where host centres are located.

One Applicant may submit only one application for financing during the given call for applications under the Programme, covering a visit to one host centre.

### 2.2. Date and form of submitting applications

The call for applications under the Programme will be conducted **from 4 April to 4 June 2018 15:00 DST** only in electronic form in the ICT system of the Agency. Submission of the applications to the Programme after this date will not be possible.

Sending an application in the system results in changing the status of the application to "submitted" and the Applicant receives an e-mail.

**Submission of the application means acceptance of the Programme Rules by the Applicant.**

### 2.3. Information about the application

The application shall be made in Polish, except for a description of the project to be implemented in a host centre, which shall be drawn up in the English language. The annexes to the application may be drawn up in Polish or in English.

The model of the application along with a description of how it should be completed is available on the website [www.nawa.gov.pl](http://www.nawa.gov.pl).

### 2.4. List of required annexes to the application

The application shall be accompanied by:

- scientific curriculum of the Applicant, including, *inter alia*: educational background, academic work home and abroad, scientific traineeships, awards, additional scientific activities (membership in scientific societies and organisations) – not more than 5 pages;
- list of completed and ongoing research projects, indicating international projects, a source of financing and the role of the Applicant in the project;
- list of publications covering up to 10 major papers published in the last 5 years prior to submitting the application;
- copies of the three most important publications of the Applicant (in the original language), while in the case of a monograph it is necessary to attach a file containing a cover page, editorial, table of contents and a digest of fragments containing the most important theses of the author;
- scanned invitation from a host centre confirming the willingness to establish cooperation and to admit a NAWA scholarship holder for the period requested, together with the contact details of the centre;
- scanned document proving holding the academic degree or title;
- certificate proving employment and its form in the Polish university or scientific unit;
- where the Applicant is employed in the scientific unit referred to in Article 2(9) (f) of the Act on the principles of financing science, it is required to attach a document proving that the institution is an organisation conducting research and disseminating knowledge within the meaning of Article 2(83) of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, e.g. statutes;
- where applicable – declaration of holding a certificate of severe or moderate disability judgment – in the case of persons planning to be accompanied by their guardian.

### 2.5. Submission of applications in the system

In order to submit an application, it is required to:

- a. register the application with the ICT system of the Agency available on the website [www.nawa.gov.pl](http://www.nawa.gov.pl);
- b. send electronically, through the ICT system of the Agency, the completed application together with the necessary annexes;

- c. during the call, only those applications which are complete and meet all the requirements set out in the announcement and these Rules shall be accepted. In the event of submitting the application which is incomplete or needs to be corrected, the Applicant shall be called on by means of the NAWA ICT system to complete or correct the application (only for annexes) **within 14 days from the date of sending the call**, with the instruction that failure to complete the application on time will leave the application unexamined.

It is the responsibility of the Applicant to verify that the application was sent properly.

### 3. PROCEDURE FOR ASSESSING AND SELECTING THE APPLICATIONS

#### 3.1 Process of assessing the applications

The applications shall be subject to a formal assessment and a substantive assessment. Only complete applications may be subject to the substantive assessment.

#### 3.2 Formal assessment

The objective of the formal assessment is to verify the application for the compliance with the formal criteria indicated in these Rules.

Where the incomplete application is submitted, the Applicant shall be called on to **complete missing documents (annexes only)** within 14 days from the date of receipt of the call, with the instruction that failure to complete the application on time will leave the application unexamined. It is possible to correct the application once in the above-mentioned regard.

Also the following applications are left unexamined:

- submitted after the date specified in the announcement of the call for applications;
- not meeting the formal requirements specified in the announcement of the call for applications for participation in the Programme.

Information about a need to complete the application will be sent electronically as a notice from the ICT system of the Agency to the Applicant's e-mail address.

The formal assessment of the applications is made by the NAWA employees.

Once the formal assessment of all applications is completed, both a list of the applications which have been submitted for the substantive assessment and a list of the applications left unexamined are drawn up.

The Applicants shall be informed by the ICT system of the Agency of the outcome of the formal assessment.



### 3.3 Substantive assessment

The substantive assessment is carried out by the evaluation team appointed by the Director of NAWA and is aimed at determining a ranking list of the applications. The substantive assessment shall be carried out for the applications which have met the formal requirements.

The evaluation team shall assess the applications based on the criteria referred to in point 3.4, taking into account the assessments of two reviewers.

#### I. Pre-selection

The evaluation team shall, in the first stage of the substantive assessment, shall pre-select the applications based on the criteria:

- “Existing scientific or academic career and scientific achievements of the Applicant, including the stage of scientific career”

and

- “Reputation and scientific level of the host centre”.

As a result of the pre-selection, the evaluation team recommends not more than 70% of the applications that have received the highest score to the next stage of the substantive assessment, provided that the application to be recommended must receive at least 12 points (of 30 points which can be received as part to two above-mentioned criteria).

The Applicants whose applications will be included in a group of applications not recommended by the evaluation team to the next stage of the assessment shall be notified through the ICT system of NAWA. Their applications are not subject to further assessment.

#### II. Reviewers' assessment

The applications, included in the group of not more than 70% of the highest assessed application, are subject to the assessment by two reviewers. The reviewers are appointed by the evaluation team using the NAWA reviewer database and taking into account the field of science in which the application has been submitted. The reviewers shall assess the application using the point scale from 0 to 45 points, based on the criteria referred to in point 3.4. For each assessment criterion, the reviewer presents a descriptive assessment and expresses the point assessment. As regards the descriptive assessment, the reviewer shall indicate how the particular application meets the qualitative criteria. The reviewer's assessment also includes the information about the total number of points awarded. Finally, the reviewer presents weaknesses and strengths of the project and a general commentary on the assessment: conclusions and comments summarising the assessment of the project as a whole and the areas which, in the reviewer's opinion, could be corrected by the Applicant in the future.

#### III. Assessment of the evaluation team

Having regard to the arithmetic mean of the points awarded by two reviewers and following the self-assessment, the evaluation team shall prepare a ranking list of the applications to be subjected to the substantive assessment. The team, taking into account the pre-selection stage, may award a total maximum of 55 points.

Data on external experts carrying out the substantive assessment shall not be made available pursuant to Article 15(3) of the Act on the principles of financing science. Every year, NAWA shall publish an alphabetical list of external experts participating in the assessment of applications for the given calendar year, for all Programmes in total.

### 3.4 Substantive assessment criteria

Criterion	Maximum number of points			Total for individual assessment criteria
	Pre-selection (evaluation team)	Two reviewers' score (arithmetic mean of both assessments is considered)	Evaluation team's score	
1. Existing scientific or academic career and scientific achievements of the Applicant, including the stage of scientific career	20	15	-	35
2. Reputation and scientific level of the host centre	10	10	-	20
3. Scope and manner of implementing planned scientific or teaching activities, including, <i>inter alia</i> , the scientific value and innovation of the project, proposed research or teaching methods, planned outcomes, adequacy of the duration of the project to planned activities	-	10	15	25
4. Impact of participation in the	-	10		

	Programme on the further scientific/academic development of the Applicant and on the development of the scientific field/discipline for which the project was planned to implement			10	20
	Maximum number of points	30	45	25	
	Total	100			

The positive substantive assessment is received by those applications which received in total 60 points or more of 100 points possible to be received.

In justified cases, the evaluation team may recommend reducing the amount of funding requested.

### 3.5 Ranking list and conclusion of the call for applications

Following the assessment, the evaluation team prepares a ranking list of the applications and submits it to the Director of the Agency for approval. The ranking list includes:

- applications with the positive substantive assessment, eligible for financing;
- applications on the reserve list, with the positive substantive assessment, which will receive funding if no agreement is signed with the Applicant who has been eligible for financing;
- applications rejected due to the negative substantive assessment – the application which, as a result of the final assessment, received less than 60 points will be considered as not meeting the qualitative criteria, which means the negative substantive assessment. Then, it cannot receive financing.

On a basis of the ranking list, the Director shall make the final decision on admitting for financing the applications submitted during the call. The Director of NAWA may decide not to grant financing for applications with positive substantive assessments included in the ranking list. The reasons for refusing to grant financing:

- when the Applicant is in arrears with the obligations due and payable to NAWA;
- when NAWA becomes aware of information affecting the process of allocating funds to the project.

### 3.6 Method of publishing the information about the results of the call for applications

The Director shall issue a decision on granting or refusing to grant a scholarship under the Programme. The list of the Beneficiaries, including their names and surnames, name of the scientific unit or university employing the Beneficiary, duration of the project, name of a host centre and the amount of funds allocated shall be posted on the website of NAWA in the Public Information Bulletin.

### 3.7 Appeal procedure

Pursuant to Article 25 of the Act on NAWA, the Applicant, after receiving a decision of the Director, may request the Director to reconsider the case in the event of formal infringements during the allocation of funds.

The request to reconsider the case may include reservations only on formal issues during the allocation of funds, and not on the validity of the substantive assessment carried out pursuant to these Rules under the proceedings at first instance.

Submission of a request to reconsider the case for another reason will give rise to issuing a decision declaring that the request to reconsider the case is inadmissible.

The request to reconsider the case must be submitted to the Director within 14 days of receipt of the decision, in writing at the following address:

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

The persons who participated in the original assessment shall not be involved in examining the request to reconsider the case. In examining these requests, the Director may use the help of external experts.

## 4. SCHOLARSHIP AGREEMENT

In the decision granting the scholarship, the Director shall determine the activities and time-limits within which the Applicant should carry out these activities under the pain of withdrawing from signing the agreement for financing the project ("scholarship agreement").

Signing the scholarship agreement with the Beneficiary takes place based on the final decision of the Director on granting funds under the Programme, once the procedure of the formal and substantive assessment of the application is concluded positively.

Should the Applicant selected during the call not sign the scholarship agreement with NAWA, funds may be granted to another Applicant from the ranking list.

## 5. BENEFICIARY'S OBLIGATIONS

The Beneficiary's obligations include:

- having at least basic health insurance for all visit participants, covering, in particular, insurance of costs of treatment and transport to the hospital, including the stay in a host centre, visit to this centre and return visit to Poland; the Beneficiary being a national of one of the European Union Member States, provided that he/she is insured there, is required to have at least the European Health Insurance Card if the host centre is located in the European Union;
- carrying out, in accordance with the application, scientific, teaching or other activities indicated in the application for financing, on a continuous basis during the project period, while the period of stay outside the host centre may not be longer than ¼ of the overall duration of stay (including conferences, holidays, occasional visits, other absences);
  - submitting an interim report (if required) and a final report in a timely manner;
  - informing NAWA of any changes in the implementation of the project, including taking up employment by the Beneficiary's spouse, if he/she is covered by the scholarship;
  - informing NAWA about his/her specific scientific and/or teaching successes;
  - participating in the evaluation of the Programme by completing two evaluation surveys and participating in other evaluation activities carried out by NAWA in accordance with point 8 of these Rules;
  - including in all publications being outcomes of implementing the project the full name of the Polish National Agency for Academic Exchange, in Polish or English. Publications and other outcomes of the project, which did not indicate the Agency as an institution financing the project, will not be considered as an outcome of the project and will not be taken into account in settling the project.

The Beneficiary may also be employed part-time at the host centre if it is required by the regulations applicable in the given centre.

## 6. FINANCING RULES

### 6.1 Project implementation period

The project may be implemented for a period of 3 to 12 months, while the visit may start neither earlier than on 1 January 2019 nor later than on 30 September 2019.

In justified cases, it is possible to suspend the project implementation for a period of not more than 3 months if there have been factors preventing its implementation. During the suspension period, the scholarship shall not be awarded.

Fortuitous situations will be examined by the Director on a case-by-case basis after the Beneficiary has submitted a justified request.

Pursuant to Article 21(1)(39a) of the Act of 26 July 1991 on personal income tax (i.e. Journal of Laws 2018, item 200), scholarships granted on a basis of a decision issued by the Director of the Polish National Agency for Academic Exchange under the provisions of the Act of 7 July 2017 on the Polish National Agency for Academic Exchange (Journal of Laws item 1530) are exempt from income tax.

## 6.2 Project budget

In calculating the amount of the scholarship, the following are taken into account:

- a. maintenance costs of PLN 12,000 per month (in the case of visits to the OECD countries and cities from the non-OECD countries being in the first fifty of the MERCER report<sup>1</sup>) or PLN 8,000 per month (in the case of other countries) – **for each month of the Beneficiary's stay at a foreign host centre**. The amount of the Beneficiary's maintenance costs may be increased if his/her spouse participates in the visit – by PLN 2,000 per month for each month of the Beneficiary spouse's stay in a place in or next to which a host centre is located, unless the spouse is employed in the country of stay during the course of the scholarship (which means both employment under a contract of employment and under civil law contract). This amount may also be increased if the Beneficiary's minor children participate in the visit – by PLN 1,000 per month for each month of stay of each minor child of the Beneficiary in a place in or next to which a host centre is located;
- b. one-time mobility allowance by which the amount, referred to in letter a, is increased, and amounting to:
  - ✓ In the case of visits to **European** host centres – PLN 7,000 if the visit participant is only the Beneficiary and additionally by PLN 2,000 per each person, if the visit participant are the Beneficiary's spouse and minor children;
  - ✓ In the case of visits to **non-European** host centres – PLN 12,000 if the visit participant is only the Beneficiary and additionally by PLN 5,000 per each person, if the visit participant are the Beneficiary's spouse and minor children;
- c. if the Beneficiary has a certificate of severe or moderate disability, and is not accompanied by his/her spouse during the visit, the amounts referred to in letters a and b may be increased, under such conditions as if the spouse participated in the visit, if the Beneficiary's guardian participates in the visit.

In the case of projects where the stay in the first or last month is shorter than 20 days, the amount of the maintenance costs shall be calculated pro rata. The period of stay also includes the visit to a host centre and the return visit to Poland.

In addition, the Beneficiaries who implemented projects lasting at least 6 months may apply for (when submitting a final report) an additional scholarship amount of up to PLN 5,000 PLN to disseminate the outcomes of the project, by providing a justification for the application. These applications will be analysed by the evaluation team, based on the results obtained during the project implementation and on the justification submitted by the Beneficiary. The evaluation team shall recommend the Director to grant the above-mentioned additional funds to the Beneficiary who has implemented the project in an outstanding way. The amount shall be determined by the Director of the Agency after having received the recommendation of the evaluation team. If the

---

<sup>1</sup> <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2017a986532/index.html>

Beneficiary's application is taken into account, the Director will issue a decision in this regard and the parties will conclude an annex to the scholarship agreement.

### 6.3 Documenting of expenses

The scholarship referred to in point 6.2, which is a statement of lump sums, shall be treated as an expense incurred. Within the lump sums in the project, the Beneficiary is not obliged to collect and present accounting evidence to confirm expenses. However, NAWA obliges the Beneficiary in the scholarship agreement to present:

- the opinion of a host centre's representative on the project implementation, results achieved and further planned cooperation with the Beneficiary; the opinion must confirm the dates of the project implementation in the host centre, including confirmation of the fact that the Beneficiary did not stay outside the host centre for a period longer than  $\frac{1}{4}$  of the overall duration of stay;
- where a spouse, child or guardian participates in the visit – declarations of their stay in the place in or next to which a host centre is located;

and, in addition, upon request of NAWA, the documentation proving the implementation of the activities and achievement of the assumed results and products in accordance with the approved application

– under the pain of considering the scholarship ineligible.

The verification of expenses in the case of lump sums will consist in checking that the assumed results and products have been achieved and the declared activities implemented.

### 6.4 Rules of making payments

As part of the project, payments are made as follows:

- 1) For projects lasting less than 8 months:
  - advance payment amounting to 40% of the total amount of financing transferred to the Beneficiary's bank account indicated in the scholarship agreement, not earlier than 3 months before the start of the project;
  - partial payment amounting to 50% of the total amount of financing, transferred to the Beneficiary's bank account indicated in the scholarship agreement after the presentation by the Beneficiary, within 2 months of the start of the project, the certificate from the host centre that the Beneficiary started implementing the project at that centre; payment is made within 14 days of receiving this certificate by NAWA;
  - balancing payment amounting to 10% of the total amount of financing, transferred within 14 days from the date of approval of the final report.
- 2) For projects lasting 8 months and longer:
  - advance payment amounting to 60% of the total amount of financing transferred to the Beneficiary's bank account indicated in the scholarship agreement, not earlier than 3 months before the start of the project;

- partial payment amounting to 30% of the total amount of financing, transferred within 14 days of the date of approval of the interim report;
  - balancing payment amounting to 10% of the total amount of financing, transferred within 14 days from the date of approval of the final report.
- 3) The additional amount of the scholarship for dissemination of the results of the project referred to in point 6.2 shall be transferred within 14 days of determining the additional amount by the Director, together with the balancing payment.

#### 6.5 Suspension of the scholarship

The suspension of the scholarship may take place in the cases specified in the scholarship agreement, in particular where NAWA becomes aware of the information about the cessation of the project implementation, a conflict with the host centre and blatant irregularities in the project implementation. Once the Beneficiary has applied for clarifications and received satisfactory information, financing of the project may be resumed.

#### 6.6 Termination of the scholarship agreement

The termination of a scholarship agreement may take place in reasonable cases by agreement between the parties, or in the cases referred to in the scholarship agreement (in particular, blatant failure to observe the provisions of the scholarship agreement) or where the Beneficiary has been subject to disciplinary penalty or convicted by a valid sentence of a court for a crime committed intentionally or for intentionally fiscal offense.

### 7. REPORT SUBMISSION AND VERIFICATION

Reports on the project implementation are submitted in the ICT system of NAWA.

For projects lasting:

- less than 8 months – the Beneficiary shall submit:
  - within a period of up to 2 months from the start of the project implementation, but not earlier than after 1 month – the certificate from the host centre that the Beneficiary started implementing the project at that centre and, where the visit is participated in by the spouse, children or guardian – the declaration of their stay in the place in or next to which a host centre is located;
  - final report – within 30 days from the completion of the project indicated in the scholarship agreement;
- 8 months or longer – the Beneficiary is required to submit an interim report on the project implementation after half of the period for which the scholarship has been awarded – within 14 days of the end of the reporting period to which it relates and a final report within 30 days of the completion of the project indicated in the scholarship agreement. The interim report shall be accompanied by the certificate from the host centre that the Beneficiary started implementing the project at that centre.

To the final report, the Beneficiary shall attach the opinion of the host centre's representative on the project implementation, results achieved and further planned cooperation with the



Beneficiary; the opinion must confirm the dates of the project implementation in the host centre, including confirmation of the fact that the Beneficiary did not stay outside the host centre for a period longer than  $\frac{1}{4}$  of the overall duration of stay;

To the interim report and the final report, the Beneficiary shall attach – if the spouse, children or guardian participate in the visit – the declaration of their stay in the place in or next to which a host centre is located;

In the case of submission of the incorrect interim or final report or submission of the incomplete report, the Beneficiary is obliged to correct or complete the report within 14 days of receipt in the ICT system of the Agency of the information about a need to correct or complete the report.

Failure to submit the interim report within the prescribed time-limit or failure to either complete or correct in within the prescribed time-limit shall give rise to the suspension of further financing and may be a basis for calling on the Beneficiary to return the funds received.

Failure to submit the final report within the prescribed time-limit, submission of the report not meeting the requirements laid down in its model may be a basis for not admitting the Beneficiary to another call for applications to the Programme announced by NAWA and for calling on the Beneficiary to return the funds received.

The models of the partial and final reports are a part of the scholarship agreement.

Where an additional amount is received by the Beneficiary for disseminating the outcomes of the project, without undue delay after its use, but not later than 14 days after the lapse of 12 months from receipt of that amount, the Beneficiary shall submit an additional report. Failure to submit this report within the maximum prescribed time-limit, submission of the report not meeting the requirements laid down in its model may be a basis for not admitting the Beneficiary to another call for applications to the Programme announced by NAWA and for calling on the Beneficiary to return the funds received.

## 8. EVALUATION

The Beneficiaries are required to participate in the Programme evaluation carried out by NAWA. Participation in the evaluation includes, firstly, sending NAWA evaluation surveys; along with the final report and 12 months after the completion of the project). The list of questions included in the surveys will constitute an attachment to the scholarship agreement. In addition, participation in the evaluation also includes the participation of the Beneficiary in separate evaluation surveys conducted upon request of NAWA, in accordance with the adopted survey methodology. It is assumed that the Beneficiary may be invited to participate in the survey once during the project and once within 2 years from the completion of the project.

NAWA guarantees the full confidentiality of the opinions and information provided by the Beneficiary as part of the Programme evaluation and that the data received from the Beneficiary as part of the evaluation will have no influence on the conditions of paying the scholarship he/she has been granted.

## 9. PROTECTION OF PERSONAL DATA

The controller of personal data of the Applicants, Beneficiaries, external experts, reviewers and contact persons is the Agency.

The data will be used for the purpose of:

- carrying out the procedure of the call and evaluation of applications in the Programme,
- selection of the Beneficiaries and conclusion of scholarship agreements with them,
- implementation of concluded scholarship agreements,
- cooperation between NAWA and the participants in the Projects after the completion of their implementation, including cooperation to promote the Programme.

Personal data may be provided to the NAWA employees, experts, reviewers, or host centres representatives in connection with the implementation of the above objectives.

Providing personal data to foreign academic centres established outside the European Economic Area (European Union Member States, Iceland, Norway and Liechtenstein) will take place on a basis of the standard data protection clauses adopted or approved by the European Commission. The data subject shall be entitled to receive a copy of the data provided to foreign academic centres.

The legal basis for processing personal data is Article 6(1)(b) and (f) of the General Data Protection Regulation (GDPR). Providing the data is voluntary but necessary to take part in the implementation of the Programme or Application. Refusal to provide the data means leaving the application unexamined or an impossibility for a specific person to participate in the implementation of the Programme or Application.

Personal data of those involved in the Project implementation will be used during the examination of applications, for the Project implementation period and for 5 years from the completion of the project for billing purposes.

Personal data of the persons whose applications have not been examined positively will be kept for the period of examination of the applications or until they are removed from the ICT system of NAWA, through which the applications have been submitted, by the persons submitting the application.

The data subject shall be entitled to:

- demand access to their personal data from the Agency,
- rectify, delete or restrict the use of their personal data,
- object to the use of their personal data,
- transfer their personal data,
- lodge a complaint with the supervisory authority (General Personal Data Protection Supervisor, ul. Stawki 2, 00-193 Warsaw).

Contact details of the data protection officer: [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl).

## 10. CONTACT WITH NAWA

The contact person for the Programme is:



NARODOWA AGENCJA WYMIANY AKADEMICKIEJ

Katarzyna Pietruszyńska  
phone 48 22 390 35 56  
[katarzyna.pietruszynska@nawa.gov.pl](mailto:katarzyna.pietruszynska@nawa.gov.pl)