

PROGRAMME REGULATIONS
FOR THE WILHELMINA IWANOWSKA PROGRAMME OF
MEDIUM-TERM MOBILITY OF DOCTORAL STUDENTS

Warsaw, 9 October 2018

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1. GENERAL INFORMATION ON THE PROGRAMME

1.1. Major objective of the Programme

The objective of the Programme is to promote international mobility of doctoral students by enabling them to acquire scientific experience in foreign research and academic centres, establish international scientific cooperation and implement a part of their doctoral degree programme in foreign units.

Visits within the programme can last from 6 to 12 months. The Programme provides financing for a scholarship covering both the Beneficiary's maintenance costs in relation to their stay at a foreign host centre, in an amount of PLN 6,000 or 9,000 a month¹, and a mobility allowance. The amount of the scholarship can be increased if the spouse of the Beneficiary and his/her underage children are included in the visit, and in the case of the Beneficiary having a certified disability to a severe or moderate degree – an assistant.

Applicants in the programme may be **natural persons** meeting the requirements referred to in point 2.1. of the Regulations.

1.2. Specific objectives

Under the programme, eligible visits are those which objective may be to:

- 1) implement a part of a doctoral degree programme;
- 2) implement a part of the "Industrial PhD" programme, in accordance with the rules announced by the Minister of Science and Higher Education;
- 3) conduct scientific research related to preparing a doctoral thesis;
- 4) obtain materials for the doctoral thesis or scientific publication;
- 5) conduct teaching activities at the host centre as a complement to the above objectives;
- 6) other forms of scientific or academic activity related to preparing the doctoral thesis as a complement to the above aims.

¹ Depending on the country's membership in the Organization of Economic Cooperation and Development. Details in point 6 of the Regulations.

In the application, the Applicant submits a project covering one or more of the above-mentioned activities that they intend to implement at a foreign host centre, by indicating its goals, relevance to the development of their academic career and justifying the host centre's choice for the planned activities. The Applicant shall also attach an invitation from the host centre confirming the will to admit the Applicant for the period requested and, in the case of the planned implementation of a part of the doctoral degree programme – the curriculum of this degree programme.

1.3. Basic terms and abbreviations

- **Act on NAWA** – Act of 7 July 2017 on the Polish National Agency for Academic Exchange (Journal of Laws item 1530, as amended.)
- **Agency, NAWA** - Polish National Agency for Academic Exchange
- **Applicant** – a natural person meeting the requirements referred to in point 2.1. of the Regulations, who has submitted or is planning to submit an application for participation in the Programme
- **Beneficiary** – NAWA scholar
- **Director** – Director of the Polish National Agency for Academic Exchange
- **External expert** – person from home or from abroad who, upon request of NAWA, shall carry out a substantive evaluation of applications submitted as part of the call for proposals for participation in the Programme. An external expert may perform an individual substantive evaluation of applications as a reviewer or be a member of the evaluation team
- **Evaluation Team** - a team composed of external experts, nominated by the Director to conduct a substantive evaluation of applications, to the extent specified in the Regulations
- **Host centre** – foreign scientific or academic centre and in the case of persons implementing the “Industrial PhD” programme also a foreign enterprise to which the Applicant is going to go.
- **ICT system of the Agency** – the system in which the collection and evaluation of applications is performed, as well as evaluation of reports submitted by the Beneficiary
- **Programme** – Wilhelmina Iwanowska Programme for medium-term mobility of doctoral students
- **Project** – project carried out under the NAWA scholarship, including studies or teaching activities and other forms of scientific activity carried out at the host centre

- **Reviewer** – external expert carrying out an individual substantive evaluation of applications submitted as part of the call for proposals for participation in the Programme
- **Scholarship** – funds granted by decision of the Director under the Programme

1.4. The schedule of the Programme



2. APPLICATION PROCEDURE

2.1. Eligible Applicants

The following natural persons who are working on a doctoral dissertation can submit applications to participate in the Programme:

- 1) doctoral students, referred to in Article 2(1)(18l) of the Law on Higher Education² in relation to Article 279(1) of the Act of 3 July 2018 – Implementing regulations for the Act – Law on Higher Education and Science³, at Polish **universities**, referred to in Article 7(1)(1) of the Act of 20 July 2018 – Law on Higher Education and Science⁴, **scientific institutes of the Polish Academy of Sciences**, referred to in Article 42 of the Act of 30 April 2010 on the Polish Academy of Sciences⁵, **research institutes**, referred to in Article 1(1) of the Act of 30 April 2010 on Research Institutes,⁶ or **international institutes** established on the basis of separate acts, operating on the territory of the Republic of Poland, or
- 2) persons who, at the moment of submitting the application, are employed on the basis of a contract of employment in Polish universities or other institutions of the higher education and science system and have the conferment procedure for a doctoral degree formally open (for no longer than 3 years on the day on which the application is submitted) in entities, where they are employed, or
- 3) persons who are in the “Industrial PhD” programme;

and:

persons who have written **at least two foreign language publications in highly rated journals** included in the [MSHE list](#)⁷, published during the last three years before the day on which the application is submitted, and, in the case of representatives of art studies, persons who have made at least two presentations of two different works of art in a cultural institution or an academic centre or have received a distinction in an international competition.

Persons holding a doctoral degree shall be excluded from the participation in the Programme.

The Programme shall be open to the participation of doctoral students representing all fields of science.

There are also no restrictions introduced regarding the countries where host centres are located.

² Dz. U. [Journal of Laws] of 2017, item 2183; as amended: Dz. U. of 2017, item 1321, item 1428, item 1530 and item 2201 and of 2018, item 138, item 650, item 912, item 1000, item 1115 and item 1693

³ Dz. U. of 2018, item 1669

⁴ Dz. U. of 2018, item 1668

⁵ *l.e.*: Dz. U. of 2018, item 1475, as amended

⁶ *l.e.*: Dz. U. z 2018 r. item 736, as amended

⁷ The list of scientific journals compiled by the MSHE is available at <https://www.gov.pl/nauka/wykaz-czasopism-naukowych-zawierajacy-historie-czasopisma-z-publikowanych-wykazow-za-lata-2013-2016>

One Applicant may submit **only one application** for financing in a given call within the Programme, covering a visit to one host centre.

2.2. The period and form of submitting applications

The call for proposals in the Programme shall be conducted in the period from **9 October 2018 until 18 December 2018, 15.00 of Central European time (UTC+01:00)**, solely in an electronic form via the ICT system of the Agency. It shall not be possible to submit an application for the Programme after this deadline.

Sending of an application in the system shall result in the status of the application changing to “submitted”, while an Applicant shall receive an e-mail. **Submission of the Application shall mean Applicant’s acceptance of the Regulations of the Programme.**

The application shall be in **Polish, except for the description of the project planned for implementation in the host centre, which is prepared in English.** The attachments to the application may be drawn up in the Polish or English language version.

The model of the application and the description of how to complete it is available on www.nawa.gov.pl.

2.3. List of required attachments to the application

3. The following documents shall be attached to the application:

Students of third-cycle studies, including persons enrolled in the “Industrial PhD” programme:	Persons who are employed in Polish universities and have the conferment procedure for a doctoral degree formally open:
1) A scientific resume of the Applicant, including: education, history of studies / scientific work in Poland and abroad, traineeships, awards, patents, additional scientific activities (including membership in scientific associations and organisations) – 3 pages at maximum;	
2) If applicable – a list of the most significant research projects completed or still realised, highlighting international projects as well as indicating sources of financing and the Applicant’s role in each project. In the case of doctoral students in the field of arts: information on the participation in an international project together with a statement by the department head about the involvement	

<p>in the project and a statement by the supervisor or caretaker about high profile achievements with justification (optional);</p>	
<p>3) A list of publications containing up to 5 most important publications, including at least two foreign language publications published during the 3 years prior to submitting the application, highlighting publications referred to in paragraph 2.1 of the Regulations. In the case of doctoral students in the field of arts: copies of catalogues bearing the ISSN number in confirmation of the fact of having made at least two presentations of different artworks at a foreign institution or an academic centre or a copy of a distinction received in an international competition together with a statement by the supervisor or caretaker about high profile achievements with justification/information on the given artwork or competition;</p>	
<p>4) Scans of two foreign language publications referred to in paragraph 2.1 of the Regulations. In the case of a monograph, please attach a file containing the cover page, editorial page, table of contents and a selection of extracts containing the author's most important theses.</p>	
<p>5) A scan of an invitation from the host centre with the current date (up to 3 months prior to filing the application), confirming the ability to accept a NAWA scholarship fellow and signed by a person holding a managerial position in this centre (e.g. manager of a host group). The invitation should contain the contact details of the host centre, details of the scholarship fellow, requested period of visit and the proposed scope of activities at the host centre;</p>	
<p>6) Opinion of the caretaker or supervisor from the Polish entity – opinion about the candidate and the planned project / programme of the visit;</p>	
<p>7) If applicable – a statement of being a holder of a certificate of a significant or moderate degree of disability – in the case of persons who are planning a visit with a caretaker.</p>	
<p>8) A scan of a document confirming the status of a doctoral student issued with the current date (up to 1 month prior to filing the application);</p>	<p>8) A scan of the resolution of the faculty council/board on having the conferment procedure for a doctoral degree formally open or a scan of a letter from the university informing about having the conferment procedure for a doctoral degree formally open and its date;</p>
<p>9) The study programme in the case of a visit related to the planned completion of part of the doctoral degree (indicating the proposed</p>	<p>9) In the case of doctoral students employed in a Polish university or a scientific institution – please attach a confirmation of</p>

caretaker of the doctoral student at the host institution);	employment and its form issued with the current date (up to 1 month prior);
10) If applicable – proof of participation in the “Industrial PhD” programme	10) In the case the Applicant is employed in an institution constituting a part of the higher education and science system referred to in Article 7(1) of the Act of 20 July 2018 – Law on Higher Education and Science, please attach a document confirming the fact that the institution is a research and knowledge-dissemination organisation within the meaning of Article 2(83) of 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. the Statutes.

3.1. Submission of applications in the system

In order to submit an application one shall:

- 1) register an application in the ICT system of the Agency available at www.nawa.gov.pl;
- 2) send electronically, through the ICT system of the Agency, the completed application together with the necessary attachments.

Only complete applications meeting the requirements defined in the announcement and these Regulations shall be accepted in the call for proposals. In case an incomplete application is submitted or an application which needs to be corrected, an Applicant shall be requested, via the ICT system of NAWA, to supplement or correct the application **within 14 days from the date of the request**, and it shall be informed that a failure to supplement within this deadline shall result in application not being considered.

It is the duty of the Applicant to verify if the operation of filing of an application has been successful.

3. THE PROCEDURE FOR EVALUATION AND SELECTION OF APPLICATIONS

3.1 The course of the applications' evaluation process

Applications shall be subject to formal and substantive evaluation. Only complete applications shall be submitted for substantive evaluation.

3.2 Formal evaluation

The objective of the formal evaluation is to verify an application in terms of meeting the formal criteria designated in the Regulations. During the formal assessment, the completeness of the application is analysed. The application shall be considered complete when all the fields are completed in accordance with these Regulations and all required attachments are attached. The attachments must meet the requirements of point 2.3 of these Regulations.

Note – in the system, it is not possible to send an application without attachments.

In case an incomplete application is submitted, an 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 only possible **to supplement the application once** within the time limit and to the extent indicated in the notification sent in the ICT system of the Agency to the Applicant's e-mail address. If the application is either not corrected or corrected erroneously, it will be left without consideration.

In case there should be any doubts about the status of an Applicant, NAWA may request such Applicant to provide additional documents or clarifications. The information on the necessity to supplement/provide additional explanation to an application shall be sent electronically as a notification from the ICT system of NAWA to the Applicant's e-mail address.

For the purpose of communicating with the Applicant in regards to supplementing/correcting the Application, NAWA determines that the form of communication used for conducting **correspondence will be the NAWA ICT system**. After submitting the application, the Applicant is obligated to regularly check on the correspondence in NAWA's ICT system.

Applications shall also not be considered, if:

- 1) submitted after the deadline designated in the announcement of the call for proposals;
- 2) failed to meet the formal requirements designated in the announcement of the call for proposals to participate in the Programme.

Formal evaluation of applications shall be carried out by NAWA employees. What is prepared upon completion of the formal evaluation, is a list of all applications which have been submitted for a substantive evaluation and a list of applications left without consideration.

Applicants shall be informed via the ICT system of the Agency about the result of formal evaluation. Should an application be left without consideration, the Applicant may submit an application for reconsideration, pursuant to Article 25(2) of the Act on NAWA.

3.3 Substantive evaluation

The substantive evaluation is conducted by the evaluation team appointed by the Director of NAWA and leads to establishing of a ranking list of applications. The substantive evaluation shall be conducted for applications which have complied with formal requirements.

The evaluation team shall evaluate the applications based on the criteria referred to in point 3.3 and 3.4, including the evaluations by two reviewers.

1) Preselection

At the first stage of the substantive evaluation, the evaluation team shall preselect the applications based on the criteria:

- a) “The existing scientific or academic career and the scientific achievements of the Applicant, including the scientific field”

and

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

As a result of the preselection, the evaluation team recommends to the next stage of the substantive evaluation not more than 70% of the applications which received the highest score, but if the application

is to be recommended, it must be given at least 16 points (of 30 points possible to score as part of the above-mentioned criteria).

Applicants whose applications will be included in a group of applications not recommended by the evaluation team to the next stage of the evaluation, shall receive a notification through the NAWA ICT system. Their applications are not submitted for further evaluation.

2) Reviewers' evaluation

The applications, which are included in the group of not more than 70% of the highest evaluated applications, are submitted for the evaluation by two reviewers. The reviewers are appointed by the evaluation team, using the NAWA reviewer database, taking into account the academic discipline in which the application has been submitted. The reviewers shall evaluate the application using a point scale from 0 to 40 points, based on the criteria referred to in point 3.4. For each evaluation criterion, the reviewer presents a descriptive evaluation and a point score. As regards the descriptive evaluation, the reviewer shall indicate how the application meets the qualitative criteria. The reviewer's evaluation also includes information about the total score. Finally, the reviewer presents weaknesses and strengths of the project and a general comment on the evaluation: conclusions and comments summarising the project's evaluation as a whole and the areas that, in the reviewer's opinion, could be corrected in the future.

3) Evaluation by the evaluation team

After taking account of the arithmetic mean of the score granted by the two reviewers, and after carrying out own evaluation, the evaluation team shall prepare a ranking list of the applications subjected to the substantive evaluation. The team, having regard to the preselection stage, may grant a total maximum of 60 points.

The Team, having a decisive influence on final evaluation of an application and its place in the ranking list, shall first of all take into account the quality of an application in relation to other evaluated applications, thus objectifying the final evaluation.

Data on external experts carrying out the substantive evaluation 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 evaluation of applications in the given calendar year, collectively for all Programmes.

3.4 The criteria for substantive evaluation

Criterion		Maximum score			Total for individual evaluation criteria
		Preselection (evaluation team)	Score awarded by two reviewers (The arithmetic mean of both evaluations is considered)	Score awarded by the evaluation team	
1.	The existing scientific or academic career and the scientific achievements of the Applicant, including the scientific field	20	10	-	30
2.	Reputation and scientific level of the host centre	10	5	-	15
3.	Scope and manner of implementing planned scientific or didactic activities, including, <i>inter alia</i> , the scientific value and innovative nature of the project, proposed research or teaching methods, planned results, adequacy of the duration of the project to planned activities	-	20	15	35
4.	Impact of participation in the programme on the further scientific/ academic development of the Applicant and on the development of the	-	5	15	20

	scientific field/discipline within which the project is planned to implement				
	Maximum score	30	40	30	
	Total	100			

A positive substantive evaluation is received by those applications which were given in total at least 60 points of 100 possible points.

In justified cases, the evaluation team may recommend to reduce the amount of financing requested.

3.5 Ranking list and results of the call for proposals

After carrying out the evaluation, the evaluation team prepares a ranking list of applications and submits it for approval to the Director of the Agency. The ranking list shall include:

- 1) applications with a positive substantive evaluation, qualified for financing;
- 2) applications on a reserve list - with a positive substantive evaluation, which shall receive financing, in case an agreement is not signed with an Applicant eligible for financing;
- 3) applications rejected due to a negative substantive evaluation - an application, which shall be awarded the total of less than 60 points as a result of the evaluation, shall be deemed as not meeting the quality requirements, which shall mean a negative substantive evaluation. Then it shall not receive financing.

On the basis of the ranking list the Director shall take the final decision on accepting or rejecting for financing of applications submitted in the call for proposals. The Director of NAWA may decide not to grant financing to applications on the ranking list, which received positive substantive evaluations. The reasons for a refusal of financing include:

- 1) an Applicant being in arrears with respect to liabilities to NAWA;
- 2) NAWA's obtainment of information having an impact on the process of granting funds for implementation of a project;
- 3) Lack of financing.

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

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

3.7 Appeal procedure

Pursuant to Article 25(2) of the Act on NAWA, an Applicant, upon receiving the NAWA Director's decision may request the Director to reconsider in case of any formal infringements occurring in the course of granting funds.

The request to reconsider the case may only contain reservations related to formal issues in the process of granting funds, and not to the rationale of substantive evaluation carried out on the basis of these Regulations in the proceedings of the first instance.

Filing of the request for reconsideration of the case for other reasons shall result in issuing of a decision stating inadmissibility of filing of the request for reconsideration of the case.

The request to reconsider the case should be submitted to the Director of NAWA within 14 days from the receipt of the decision, to the following address:

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

Should a reconsideration request be filed in a situation, in which the NAWA Director issued his decision based on Article 24(1) of the Act on NAWA, the Applicant may register a complaint with the Regional Administrative Court in Warsaw, ul. Jasna 2/4, 00-013 Warsaw. The complaint is filed via the Director of 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.

Persons, which took part in the original evaluation shall not participate in the processing of the reconsideration request. Considering the above requests, the Director may consult external experts.

4. SCHOLARSHIP AGREEMENT

In the decision granting funds, the Director shall define activities and dates, in which an Applicant should perform these activities, under the pain of resignation from signing of the agreement for financing the project ("Scholarship agreement").

The Agreement with a Beneficiary shall be signed based on the final decision of the Director on granting funds under the Programme, following successful completion of the procedures of formal and substantive evaluation of an application.

Should NAWA not sign a scholarship agreement with the Applicant selected during the call for proposals, financing may be granted to the next Applicant from the ranking list.

5. OBLIGATIONS OF THE BENEFICIARY

The obligations of the Beneficiary shall be:

- 1) to implement, as requested, the degree programme, scientific, teaching or other activities indicated in the application – continuously during the project implementation period, while the period of stay outside the host centre may not be longer than $\frac{1}{4}$ of the overall duration of stay (including conferences, holidays, occasional trips, other absences);
- 2) to hold at least basic health insurance coverage for all the participants in the visit, taking into account, in particular, insurance for the costs of treatment and transport to the hospital, covering the stay in the host centre, travel to this centre and return to Poland; a Beneficiary who is a national of any European Union Member State, insofar as they are covered by insurance there, is required to have at least a European Health Insurance Card if the host centre is located in the European Union;
- 3) to submit timely an interim report (if required) and a final report;
- 4) to inform NAWA of any changes in the implementation of the project, including taking up employment by the Beneficiary's spouse, if they are covered by the scholarship;

- 5) to inform NAWA about own scientific or teaching successes – both during the project implementation and at the reporting and evaluation stages;
- 6) to participate in the evaluation of the Programme by completing two evaluation surveys and to participate in other evaluation activities carried out by NAWA in accordance with point 8 of these Regulations;
- 7) to place on all publications resulting from the project implementation the full name of the Polish National Agency for Academic Exchange in Polish or English. Publications and other project results which do not point to the Agency as an institution financing the project will not be considered as the project result and will not be taken into account in settling the project;
- 8) to implement properly the scholarship agreement, and in particular to settle the funds granted.

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

6. RULES OF FINANCING

6.1 Project implementation period

The project may be carried out for a period of 6-12 months, whereby the **visit cannot take place before 1 September 2019, or after 29 February 2020.**

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 granted.

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

Pursuant to Article 21(1)(39a) of the Act of 26 July 1991 on personal income tax (i.e. Journal of Laws of 2018, item, 1509, as amended) scholarships granted based on a decision of the Director of the Polish National Agency for Academic Exchange issued under the provisions of the Act of 7 July 2017 on the

Polish National Agency for Academic Exchange (Journal of Laws, item 1530 as amended) shall be exempt from income tax.

6.2 Project budget

The calculation of the scholarship shall take into account:

- 1) maintenance costs of PLN 9,000 per month (if the case of travelling to the OECD countries as well as to the cities in non-OECD countries located in the first fifty of the MERCER report⁸) or PLN 6,000 per month (in the case of other countries) – **for each month (understood as 30 days) of the Beneficiary's stay at the foreign host centre**. The amount of the maintenance costs of the Beneficiary may be increased if their spouse participates in the visit – by PLN 2,000 monthly for each month of stay of the Beneficiary's spouse in the place in or near which the host centre is located, unless the spouse shall take up employment in the country of residence during the course of the scholarship (which means employment both under a contract of employment and under a civil law agreement). This amount may also be increased if underage children of the Beneficiary participate in the visit – by PLN 1,000 monthly for each month of stay of each underage child of the Beneficiary in the place in or near which the host centre is located. Financing of the visit of the family members shall be possible only if their visit to the host centre lasts at least 30 days;
- 2) one-time mobility allowance, increasing the amount referred to in point 6.2.1)., amounting to:
 - a) In the case of visits to **European** host centres – PLN 7,000, if only the Beneficiary is participating in the visit and an additional PLN 2,000 for each person, if the participant in the visit is the spouse and underage children of the Beneficiary;
 - b) In the case of visits to **non-European** host centres – PLN 12,000, if only the Beneficiary is participating in the visit and an additional PLN 5,000 for each person, if the participant in the visit is the spouse and underage children of the Beneficiary;
- 3) If the Beneficiary holds a certificate on severe or moderate disability and is not accompanied by their spouse during the visit, the amounts referred to in point 6.2.1) and

⁸ <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2017a986532/index.html>

6.2.2) may be increased, on such conditions as if their spouse participated in the visit – if the Beneficiary's assistant participates in the visit.

In the case of partial months of the stay within the project, the funds are granted as follows: up to 15 days – the half of the amount for the maintenance costs (for both the scholar and their family members), more than 15 days – the full monthly amount.

In addition, the Beneficiaries may request (when submitting a final report) an additional scholarship amount of up to PLN 5,000 to disseminate the project results, by providing a justification for the request. These requests will be analysed by the evaluation team, based on the results obtained during the project implementation and the justification presented by the Beneficiary. The evaluation team shall recommend the Director to grant the above additional funds to the Beneficiary who has completed the project in a distinctive manner. The amount shall be determined by the Director of the Agency after receiving the recommendation of the evaluation team. If the Beneficiary's request is taken into account, the Director will issue a decision on this case and the parties conclude the annex to the scholarship agreement.

6.3 The principles of making payments

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

- 1) For projects lasting less than 8 months:
 - a) advance payment – 40% of the total amount of financing, transferred to the Beneficiary's bank account after signing the scholarship agreement within the period indicated in the agreement, but not earlier than 3 months before the start of the project;
 - b) partial payment – 50% of the total amount of funding, transferred to the Beneficiary's bank account as indicated in the scholarship agreement, after presenting by the Beneficiary, within 2 months of the start of the project, the confirmation from the host centre that the Beneficiary started the project at this centre; payment is made within 14 days from providing this confirmation to NAWA;
 - c) balancing payment – up to 10% of the total amount of financing, transferred up to 14 days from the date of approval of the final report.

- 2) For projects lasting 8 months and longer:
 - a) advance payment – 60% of the total amount of financing, transferred to the Beneficiary’s bank account after signing the scholarship agreement within the period indicated in the agreement, but not earlier than 3 months before the start of the project;
 - b) partial payment – 30% of the total amount of financing, transferred up to 14 days from the date of approval of the final report;
 - c) balancing payment – up to 10% of the total amount of financing, transferred up to 14 days from the date of approval of the final report.

- 3) The additional amount of the scholarship to disseminate the project results, referred to in point 6.2, shall be provided within 14 days of determining the amount of the additional amount by the Director, together with the balancing payment.

NAWA reserves the right to change the dates of payment of advance payments. Such changes shall depend on availability of funds allocated for financing of Projects.

6.4 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 their expenses. However, in the scholarship agreement NAWA obliges the Beneficiary to present:

- 1) opinion of the host centre’s representative about the course of the project implementation, results achieved and further planned cooperation with the Beneficiary; the opinion must include a confirmation of the dates of project implementation at the host centre, including the confirmation that the Beneficiary did not stay outside the host centre for more than $\frac{1}{4}$ of the duration of entire stay.
- 2) where the spouse, children or assistant participate in the visit – declaration of their stay and the duration of their stay in the place in or near which the host centre is located,

and, in addition, at the request of NAWA, documentation to confirm the implementation of the activities and the achievement of the assumed results and products in accordance with the approved application, under the pain of declaring the scholarship as ineligible.

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

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 the NAWA is informed about the cessation of the project implementation, the conflict with the host centre and the blatant irregularities in the project implementation. Once the Beneficiary has been asked for clarifications and provided satisfactory information, financing of the project may be resumed.

6.6 Termination of the scholarship agreement

The termination of the scholarship agreement may be effected in justified cases, by the mutual agreement of the parties, or in the cases referred to in the scholarship agreement (in particular, the blatant non-compliance with the provisions of the scholarship agreement), or where the Beneficiary has been punished by disciplinary action or convicted by a valid judgment for an offence committed intentionally or for intentional tax crime.

7. SUBMISSION AND VERIFICATION OF REPORTS

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

For projects lasting:

- 1) less than 8 months – the Beneficiary shall submit:
 - a) within a period of up to 2 months from the start of the project implementation, but not earlier than after 1 month – a confirmation from the host centre that the Beneficiary started the project at this centre and – if the spouse, children or assistant

- of the Beneficiary participate in the visit – declaration of their stay and the duration of their stay in the place in or near which the host centre is located;
- b) final report – within 30 days of the completion of the project indicated in the scholarship agreement;
- 2) 8 months or longer – the Beneficiary is obliged to submit:
- a) interim report on the course of the project implementation after the end of the half of the period for which the scholarship was granted – within 14 days of the end of the reporting period to which it relates. An interim report shall be accompanied by a confirmation from the host centre that the Beneficiary started the project at this centre;
 - b) final report – within 30 days of the completion of the project indicated in the scholarship agreement;
- 3) additional report (if applicable) – the report is submitted only by those beneficiaries who received the additional amount of the scholarship to disseminate the project results, as soon as it was used, but not later than 14 days after the expiry of 12 months from receiving that amount.

To the final report, the Beneficiary shall attach **the opinion of the host centre’s representative on the course of the project implementation, results achieved and the information on further planned cooperation with the Beneficiary; the opinion must include a confirmation of the dates of project implementation at the host centre, including the confirmation that the Beneficiary did not stay outside the host centre for more than ¼ of the duration of entire stay.**

To the interim report and the final report of the Beneficiary shall attach – if the spouse, children or assistant of the Beneficiary participate in the visit – **declaration of their stay and the duration of their stay in the place in or near which the host centre is located.**

If the amount of funds provided to the Beneficiary exceeds the amount due from the final report (e.g. due to the shortening of the stay indicated in the application), the Beneficiary is obliged to return the difference between the amount paid and the due amount of scholarship.

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

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

Failure to submit a final report within the indicated time limit or submitting a report which does not comply with the requirements laid down in its model may be a basis for not allowing the Beneficiary to participate in another call for proposals for the Programme announced by NAWA and for calling the Beneficiary to return the funds received.

The models of the interim and final report are a part of the scholarship agreement.

Failure to submit an additional report within the maximum indicated time limit, submitting a report not meeting the requirements laid down in its model may be a basis for not allowing the Beneficiary to participate in another call for proposals for the Programme announced by NAWA and for calling the Beneficiary to return the funds received

8. EVALUATION

The Beneficiaries shall be obligated to participate in the Programme evaluation by NAWA. Participation in the evaluation includes, firstly, the submission of evaluation surveys to NAWA; together 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 participation of the Beneficiary in separate evaluation surveys conducted upon request of NAWA, in accordance with the established survey methodology. It is assumed that the Beneficiary may be invited to participate in the survey one time 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 within the framework of the evaluation of the Programme and 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. MODIFICATIONS TO THE REGULATIONS

NAWA reserves the right to make modifications to these Regulations in the course of a call for proposal, with the exclusion of modifications resulting in unequal treatment of Applicants, unless a necessity to introduce such modification results from the provisions of the generally applicable law. Modifications introduced shall apply from the time of their publication, effected in the same way the call for proposals has been published. Applications submitted before the publication of modifications to the Regulations, shall be resubmitted by an Applicant, if their provisions are not in line with modifications introduced. NAWA shall notify all Applicants, who had submitted applications before the publication of modifications to the Regulations, of such modifications introduced by sending relevant information in the ICT system of the Agency. 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, in particular in the case of substantial modifications made to the legislation and affecting the conditions of conducting the call for proposals, force majeure events and 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 entities interested in applying for funds under this call for proposals read regularly the information placed on the above website.

10. PERSONAL DATA PROTECTION

The controller of personal data of the Applicants, Beneficiaries, External Experts, Reviewers and contact persons is the Agency.

The data will be used for:

- 1) conducting the call for proposals procedures and evaluate applications in the Programme;
- 2) selection of the Beneficiaries and conclusion of scholarship agreements with them,
- 3) execution of concluded scholarship agreements,
- 4) cooperation of NAWA with Project participants following completion of their implementation, including the cooperation for the purpose of promotion of the Programme.

Personal data may be provided to NAWA employees, Experts, Reviewers, or representatives of host centres in connection with the execution of the above objectives.

Transmission of 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 standard data protection clauses, adopted or approved by the European Commission. The person, to whom the data pertain, shall be entitled to receive a copy of data transmitted to foreign academic centres.

The legal basis for processing personal data is Article 6(1)(b) and (e) of the General Data Protection Regulation (GDPR). Provision of data is voluntary but necessary to participate in the implementation of the Programme or Application. Refusal to provide data means leaving the application without consideration or an impossibility for a specific person to participate in the implementation of the Programme or Application.

Personal data of the above-mentioned persons involved in implementation of a Project shall be used at the stage of processing of applications, for the period of Project implementation and for 5 years after completion of the Project for settlement purposes.

Personal data of persons, whose applications have been refused, shall be kept for the period of processing of applications or until the time of their removal from NAWA's ICT system, via which applications had been submitted, by persons submitting applications.

The person, to whom the data pertain, shall be entitled to:

- 1) request from the Agency access to personal data,
- 2) correct, remove or limit the use of their personal data,
- 3) protest against the use of their personal data,
- 4) transfer their personal data,
- 5) submit a complaint to the supervisory body (President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw).

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

11. CONTACT WITH NAWA

The contact person for issues related to the Programme is:

Piotr Serafin

tel.: 22 390 35 46

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