



NARODOWA AGENCJA
WYMIANY AKADEMICKIEJ

THE REGULATIONS OF Summer courses of the Polish language and culture 2019

Warsaw, 11 February 2019

Table of contents

1. GENERAL INFORMATION ABOUT THE PROGRAMME.....	3
1.1 Aim of the Programme.....	3
1.2 Basic terms and abbreviations	3
1.3 Programme schedule.....	4
2. THE PROCEDURE FOR SUBMITTING APPLICATIONS.....	4
2.1 Eligible Applicants.....	4
2.2 Date and form of submitting applications.....	5
2.3 List of required attachments to the application	5
3. THE PROCEDURE FOR THE EVALUATION OF APPLICATIONS.....	6
3.1 Formal evaluation	6
3.2 Merit-based evaluation	6
3.3 Information on the call for applications results and the agreement.....	8
3.4 Information regarding the appeal procedure.....	8
4. OBLIGATIONS OF THE BENEFICIARY	9
5. RULES OF FINANCING	9
6. MODIFICATIONS TO THE REGULATIONS.....	10
7. PERSONAL DATA PROTECTION.....	10
8. CONTACT WITH NAWA.....	11

1. GENERAL INFORMATION ABOUT THE PROGRAMME

1.1 Aim of the Programme

The aim of the Programme is teaching and promoting the Polish language and culture abroad, by enabling foreign students and foreign teachers of the Polish language free of charge participation in several-week long courses of the Polish language and culture organised in Poland. In addition to the opportunity of free of charge participation in the course and cultural programme, Beneficiaries of the Programme will also receive food and accommodation along with a scholarship.

The programme is addressed to learners of Polish as a foreign language as well as to those who are just planning to become such. The aim of the Programme is to encourage foreign students to continue learning Polish after returning to their universities or to enrol to study in Poland. The programme is also intended for foreigners working at foreign academic centres as teachers of Polish and will offer them an opportunity to improve their communication and didactic competence. The course curriculum covers learning Polish as a foreign language at levels ranging from A1 to C2, lectures on Polish history and culture, excursions, visiting exhibitions, integration meetings and meetings with the Polish people.

Participation in the course will allow foreigners to not only improve their linguistic competence, but also to become more familiar with Poland and its people as well as meet other students from all over the world who are interested in the Polish language, culture and heritage. Foreigners applying for the Programme may participate in one course taking place in July or August 2019. The courses last three or four weeks and are organised by leading Polish language and culture centres at Polish universities in the following periods: 1–29 July, 8–29 July, 1–29 August and 9–30 August 2019. The course for foreigners teaching Polish will take place between 1–22 August 2019.

1.2 Basic terms and abbreviations

- NAWA, Agency – Polish National Agency for Academic Exchange.
- The Applicant – person submitting an application for participation in the Programme
- Beneficiary – person who received funding under the *Summer Courses of the Polish Language and Culture 2019* Programme:
- Programme – *Summer courses of the Polish language and culture 2019* Programme (in different Polish cities)
- Course, Courses – courses under the *Summer Courses of the Polish Language and Culture 2019* Programme

1.3 Programme schedule



2. THE PROCEDURE FOR SUBMITTING APPLICATIONS

The applicants submit an application by choosing a course date (it is possible to apply for 2 dates, with the first considered as preferable): 1–29 July, 8–29 July, 1–29 August and 9–30 August 2019. The course for foreigners teaching Polish will take place during 1–22 August 2019.

Submitting an application for the Programme is tantamount to accepting the Programme Regulations

2.1 Eligible Applicants

Foreigners who meet the following criteria can apply for participation in the programme:

- do not hold a Polish citizenship;
 - are not studying in Poland (in the academic year 2018/2019);
 - are learning Polish language or have knowledge of English at the level of B1 at the least.
- and:

2.1.1 are students of foreign universities or

2.1.2 are students designated by authorised institutions under bilateral agreements concluded with the Republic of Poland – in accordance with the limits specified in these agreements or

2.1.3 are laureates of oratory competitions who were granted the NAWA Director's award in the form of participation in the Course.

Additionally, there are plans to recruit 30 participants who are foreigners teaching Polish at foreign academic centres.

2.2 Date and form of submitting applications

The call for applications to the Programme shall be conducted in the period from 11 February until 18 March 2019, 3 pm of Central European time (UTC+01:00), solely in an electronic form via NAWA's ICT system. Applications will not be accepted beyond this deadline. Submitting the application via the system will result in the status of the application in the system changing to "submitted", and the Applicant will receive an email message containing the application reference number. Submitting the application shall be tantamount to the Applicant accepting the Programme Regulations.

2.3 List of required attachments to the application

- For persons referred to in point 2.1.1:
 - certificate of enrolment as a student at a foreign university;
 - letter of recommendation endorsing the Applicant's participation in the course, issued by a Polish language teacher or by an academic teacher from the faculty of the Applicant's university.

The application may also be submitted with an additional attachment in the form of other recommendations confirming the usefulness of the Applicant's participation in the course (maximum of 2 documents).

- For persons referred to in point 2.1.2 and 2.1.3 no attachments are required.
- In the case of Polish language teachers working at foreign academic centres:
 - certificate of employment as a Polish language teacher at a foreign university
 - letter of recommendation endorsing participation in the course signed by a superior and featuring their contact details,
 - a lesson plan of completed Polish language classes lasting at least 45 minutes and no more than 90 minutes - together with a description of the group in which the classes were conducted.

The application may also be submitted with an additional attachment in the form of other recommendations confirming the usefulness of the Applicant's participation in the course or their achievements / level of commitment (maximum of 2 documents).

Documents should be issued in Polish or English. In the event the original document is issued in a different language, the Applicant must submit a translation of the document into Polish or English, prepared by a sworn translator and bearing their stamp, or the translation shall be certified by the HEI.

3. THE PROCEDURE FOR THE EVALUATION OF APPLICATIONS

Applications are either subject to formal evaluation only (in the case of persons indicated in p. 2.1.2 and 2.1.3) or to both formal evaluation as well as merit-based evaluation (for others). Only applications meeting the formal criteria shall be submitted for merit-based evaluation. Following the merit-based evaluation, a ranking list is made based on which funding is granted to the highest rated Applicants who are then assigned to attend the course at a given academic centre.

3.1 Formal evaluation

The objective of the formal evaluation is to verify whether the applications comply with the formal criteria specified in these Regulations.

Only complete applications may be submitted for evaluation. If an incomplete application is submitted, the Applicant shall be requested to supplement it within 14 days from the date of receiving the request, wherein they shall be informed that failure to comply shall result in the application being left out of consideration.

The applications that fail to meet the formal requirements specified in the announcement of the call for applications to participate in the Programme shall also be left out of consideration.

The Agency shall each time inform the Applicant about their application changing status by sending a message to the Applicant's e-mail address. Detailed information on the status of the application is put in NAWA's ICT system and becomes available once the Applicant logs into the system.

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

What is prepared upon completion of the formal evaluation, is a list of all applications which have been submitted for a merit-based evaluation and a list of applications left without consideration. Applicants shall be informed about the result of formal evaluation via NAWA's ICT system. Should an application be left out of consideration, the Applicant may submit an application for reconsideration, pursuant to Article 25(2) of the Act on NAWA.

3.2 Merit-based evaluation

The merit-based evaluation is carried out by the evaluation team appointed by the Director of NAWA and is aimed at establishing a ranking list of applications. Merit-based evaluation shall be carried out for applications which have met the formal requirements.

The Evaluation Team consists of at least three NAWA employees. The Chair of the Team may request the NAWA Director to add an external expert to the Evaluation Team. External experts are selected pursuant to the procedure in force at NAWA. The Evaluation Team's objective is to create a ranking list based on which selected Applicants shall be assigned to specific academic centres organising the course.

Merit-based evaluation proceeds pursuant to the criteria and scoring system indicated in point [3.2.1](#) and [3.2.2.](#)

Having completed its evaluation, the Evaluation Team prepares a ranking list of applications and submits it for the approval of the Agency's Director. The ranking list shall include:

- applications eligible for financing;
- applications placed on the waiting list – with a positive merit-based evaluation, which shall receive financing if vacancies appear on the course participants list;
- applications which receive a negative merit-based evaluation – an application whose awarded evaluation total is below 50 points, shall be deemed not meeting the quality requirements, which shall in turn mean a negative merit-based evaluation. Then it shall not receive financing.

3.2.1 Criteria for merit-based evaluation referring to persons indicated in point 2.1.1

Type of studies: <ul style="list-style-type: none"> • Polish philology and studies of Poland and Polish Culture • philological / linguistic studies • humanities and social sciences • other, in which knowledge of the Polish language may prove helpful 	20 15 10 5
Achievements in education, including: <ul style="list-style-type: none"> • good results in academic pursuits, including learning Polish (such as demonstrating commitment to the studies) • notable achievements of the Applicant (participation in polonistics competitions, publications etc.) 	0-30
Usefulness of gaining the command of Polish, including: <ul style="list-style-type: none"> • The Applicant conducts research in the field of Polish language or culture (literature, art, music, etc.), for which knowledge of the Polish language is indispensable or crucial. • The Applicant plans to either begin or continue studies in Poland • The Applicant is involved in projects promoting Polish science, culture and language • The Applicant sees their future career in Poland (or will need to know Polish for work) 	0-30
Obtaining a recommendation from a teacher of Polish assigned by NAWA to work at a foreign academic centre in the academic year 2018/2019, currently teaching the Applicant	20
TOTAL	100

There are plans to create separate groups of 72 people who have not yet had the opportunity to learn the Polish language. For these people the number of points awarded in the course of merit-based evaluation shall be compared exclusively within the said group.

3.2.2 The criteria for merit-based evaluation applied to teachers of Polish working at foreign academic centres

Methodological competence (evaluated on the basis of a lesson plan, obtained recommendations and description of the experience and achievements included in the application)	0-40
Creativity and commitment to promoting the Polish language and culture (evaluated based on the description of the experience and achievements, obtained recommendations and description of their motivation featured in the application)	0-30
Expected usefulness of the Course for the Applicant – evaluated based on the motivation description featured in the application as well as obtained recommendations	0-40
TOTAL	100

3.3 Information on the call for applications results and the agreement

The NAWA Director issues a decision on granting or refusing to grant funds under the Programme. Within 14 days from receiving the decision of having been assigned to the Course, the Applicant is obliged to enter into an agreement (by approving it) the template of which constitutes attachment no. 1 to these Regulations, available through the ICT system of the Agency. Failing to approve the agreement within the aforementioned time limit is tantamount to resigning from the Course.

Following the NAWA Director's approval, the ranking list shall be published on NAWA's website. In justified cases the NAWA's Director can extend the period for carrying out merit-based evaluation. The list of applicants which were found eligible for financing, including their names and surnames, shall be published at NAWA's proprietary website in the Public Information Bulletin.

3.4 Information regarding the appeal procedure

Pursuant to Article 25(2) of the Act on NAWA, the Applicant, having received the NAWA Director's decision rejecting the application, 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 include reservations only on formal issues during the allocation of funds, and not to the legitimacy of the merit-based evaluation carried out pursuant to these Rules under the proceedings at first instance.

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

The application for case reconsideration should be submitted to the Director within 14 days from receiving the decision, to 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. When considering the aforementioned requests, the Director may consult external experts.

The Applicant may lodge a complaint against the NAWA Director's decision issued pursuant to Article 25 (1) of the Act on NAWA, with the Voivodeship Administrative Court in Warsaw, ul. Jasna 2/4, 00-013 Warsaw (even without exercising the right to submit an application for reconsideration referred to in Article 25 (2)). The complaint may also be lodged against a provision declaring the inadmissibility of an application for a given case to be reconsidered. The complaint is filed via 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/provision.

4. OBLIGATIONS OF THE BENEFICIARY

The Beneficiary's obligations include:

- 1) arriving to the course site,
- 2) covering their own travel expenses (to the course site and back),
- 3) attending at least 75% of obligatory classes;
- 4) participating in evaluation activities during the course and after its completion, including filling up an on-line questionnaire the access to which will be provided before the course is completed;
- 5) cooperating with the course organiser and lecturers, so that the course yields best possible results;
- 6) caring for their accommodation, class premises and didactic materials and aids entrusted to them.

5. RULES OF FINANCING

Funds to cover the cost of participation in the courses (cost of didactic classes as well as food and accommodation) shall be provided to the course organisers based on a separate agreement. The following shall receive financing under the Programme:

- course curriculum;
- cultural programme;
- food and accommodation (3 meals per day).

In addition course participants shall receive a scholarship of PLN 500.00 (concerns persons indicated in point 2.1.1, 2.1.2 and 2.1.3) and PLN 700.00 (concerns teachers of Polish working at foreign academic centres) which the organisers will pay once within 7 days from the start of the course. Scholarship shall be paid contingent on arrival to the course site at the centre specified in the Director's decision.

The Programme does not provide for NAWA covering the insurance costs of the Beneficiaries.

6. MODIFICATIONS 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 before the publication of modifications to the Regulations shall be resubmitted by the Applicant if their provisions are not in line with modifications introduced. 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. 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 the Applicants keep themselves apprised of the information placed on the aforementioned website.

7. 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,
- carrying out the Programme.

Personal data may be provided to NAWA employees, external experts or employees of institutions organising the summer courses in connection with the execution of the aforementioned objectives.

The legal basis for the processing of personal data is Article 6(1)(b) of the General Data Protection Regulation (GDPR). Provision of the data is voluntary but they are necessary for participating in the call for applications or selection of Beneficiaries as well as for signing agreements with them. Refusal to provide data is tantamount to the application being left out of consideration.

Personal data:

- of the Applicants – will be used for a period of 5 years from the date of the 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

The data subjects shall be entitled to:

- demand that the Agency gives them access to their personal data,
- correct, remove or limit the use of their personal data,
- object to 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, odo@nawa.gov.pl.

8. CONTACT WITH NAWA

The person to contact regarding issues related to the Programme is:

Adam Brańko

phone +48 22 390 35 10

e-mail: kursletni@nawa.gov.pl