

THE PROGRAMME  
*STER - DOCTORAL SCHOLARSHIPS FOR FOREIGNERS*

Call No 17/2018

Application No	
Name of the Applicant	
Acronym or marketing name of the Project	
Title of the Project	
Partner(s) within the Project	
Requested funding	
Project implementation period (from... to...)	
Planned number of foreign doctoral students to be recruited under the Project	

### General information

The form is intended for Applicants of the *Programme STER – Doctoral Scholarships for Foreigners*.

Applications may be submitted from 15 October 2018 to 14 December 2018, 3:00 p.m.

An application can only be submitted only via the NAWA IT system using this form. There is no obligation to submit a paper version of the application. The date of submitting the application in the NAWA IT system is the criterion for formal evaluation.

The form consists of the following parts:

Part I – Information about the Applicant, including contact details of persons involved in the Project implementation, as well as information about the potential and experience of the Applicant

Part II – Information about the Partner(s), including contact details of persons involved in the Project implementation on the part of the Partner(s), as well as information about the potential and experience of the Partner(s)

Part III – Information about the Project, including the analysis of the Applicant, target group, planned activities, planned results, Project management, Project risks, monitoring and evaluation

Part IV – Project Budget

Part V – Statements of the Applicant

Before filling in the form, please read the information included in the Regulations of the Programme and in the Announcement of the call for applications for participation in the Programme published on the website [www.nawa.gov.pl](http://www.nawa.gov.pl)

## Part I. Information about the Applicant

Status of the entity	<p>Please select the status of the Applicant from the drop-down list:</p> <ol style="list-style-type: none"> <li>1. academic institution of higher education</li> <li>2. institute of the Polish Academy of Sciences</li> <li>3. research institute</li> <li>4. international research institute</li> </ol>
Full name of the Applicant	
Address of the registered office of the Applicant	
Street	
Building number	
Apartment number	
Postal code	
City	
Voivodeship	
NIP (tax identification number)	
REGON (statistical identification number)	
Website address	
E-mail address	
Telephone number	
Legal form / Form of ownership	
<p>Registration document or other relevant document</p> <p>Please attach the registration document of the Applicant (e.g. KRS or other relevant document), unless it is available in a relevant publicly accessible register kept in an electronic form.</p>	
<p><b>1. Education of doctoral students</b></p> <p>Please state whether the Applicant conducts education of doctoral students / is an entity running a doctoral school?</p> <p><input type="checkbox"/> yes</p> <p><input type="checkbox"/> no</p>	

## 2. Erasmus Charter for Higher Education (ECHE)

Please state whether the Applicant has an Erasmus Charter for Higher Education (ECHE)?

- yes – ECHE number
- no

## 3. Experience in implementation of international exchange programmes

Please state whether the Applicant coordinates or participates in international exchange programmes for students or doctoral students?

- yes
- no

## 4. Experience in enrolling foreigners

Please state whether the Applicant has experience in enrolling foreigners for second and third cycle studies?

- yes
- no

## 5. Unit (division, institute of the Polish Academy of Sciences, etc.) of the Applicant responsible for the Project implementation

Please state the name of the unit (division, institute of the Polish Academy of Sciences, etc.) of the Applicant responsible for the Project implementation.

## 6. Parametrical evaluation of the unit (division, institute of the Polish Academy of Sciences, etc.) of the Applicant responsible for the Project implementation

Please mark the scientific category assigned to the unit of the Applicant responsible for the Project implementation:

- A+
- A
- B+
- B
- C

## 7. Mark assigned by the Polish Accreditation Committee to the unit (division, institute of the Polish Academy of Sciences, etc.) of the Applicant responsible for the Project implementation

Please indicate the mark assigned by the Polish Accreditation Committee to the unit of the Applicant responsible for the Project implementation:

- distinction
- positive
- conditional
- negative

Details of the person submitting the application in the system on behalf of the Applicant	
Sex	
First name	
Surname	
Academic title/degree	
Position	
Business e-mail address	
Telephone number	
Authorisation to submit an application in the system	<p>Is the application in the system submitted by the person who is indicated as the person authorised to represent the institution in registration documents of the Applicant (or other relevant documents) (e.g. Rector)?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>
Annex – Power of attorney for the person submitting the application in the system on behalf of the Applicant	<p>If the person from whose account the application in the NAWA system is submitted <b>is not indicated in the registration documents (or other relevant documents) as the person authorised to represent the Applicant</b>, a scan of the power of attorney / authorisation to submit an application in the system and to substitute the Principal in the proceedings initiated based on the said application. You can use an example of the power of attorney (annex to the Regulations of the programme) or use the template of the power of attorney used by the Applicant in its practice, if it explicitly provides authorisation to submit, on behalf and for the account of the Principal, an application to the Polish National Agency for Academic Exchange for the allocation of funds for the implementation of the project under the <i>Programme STER – Doctoral Scholarships for Foreigners</i> and to substitute the Principal in the proceedings initiated by the above-mentioned application.</p>

Contact person in matters related to the substantive issues of the Project	
Sex	
First name	
Surname	
Academic title/degree	
Position	
Business e-mail address	
Telephone number	
Mobile phone number	

Contact person in matters related to the Project finance	
Sex	
First name	
Surname	
Academic title/degree	

Position	
Business e-mail address	
Telephone number	
Mobile phone number	

Description of the Applicant

**8. General description of the Applicant**

The description should include information about:

- the scope of activities of the Applicant in the area of education of foreign students/doctoral students;
- specialisation and competences of the Applicant with regard to the Project applied for;
- organisational capacity to implement the Project.

**9. Experience of the Applicant in education of doctoral students involving foreign doctoral students**

Please describe the Applicant's experience in education of doctoral students involving foreign doctoral students in the table.

Each line of the table should include a description of one programme. Subsequent lines may be added if needed.

No	Title/name of the education programme for doctoral students	Implementation period from... to	Number of foreign doctoral students participating in the education programme	Source(s) of financing	Budget
1					
2					
3					
....					
Total:					

**10. Participation of Partner(s) in the Project implementation**

Please state whether the Project will be implemented with the participation of the Partner(s):

- yes  
 no

**Part II. Information about the Partner(s)**

Please state the number of Partners	
Full name of the Partner	
Status of the Partner	<p>Please indicate the status of the Partner:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Polish academic institution of higher education or an institute of the Polish Academy of Sciences educating doctoral students</li> <li><input type="checkbox"/> foreign higher education institution educating doctoral students</li> </ul>

	<input type="checkbox"/> Polish institution from the social environment of the Applicant: <input type="checkbox"/> non-governmental organisation <input type="checkbox"/> public administration unit <input type="checkbox"/> representative of the private sector <input type="checkbox"/> other (please specify): ...
Address of the registered office of the Partner	
Street	
Building number	
Apartment number	
Postal code	
City	
Voivodeship	
NIP (tax identification number)	
REGON (statistical identification number)	
Website address	
E-mail address	
Telephone number	
Attachments – Letter of intent	Please attach a scan of the letter of intent, compliant with the template constituting an annex to the Programme Regulations, signed by a person entitled or authorised to represent the Partner.

Contact person in matters related to the Project on the part of the Partner	
Sex	
First name	
Surname	
Academic title/degree	
Position	
Business e-mail address	
Telephone number	
Mobile phone number	

General description of the Partner
<p><b>11. General description of the Partner</b></p> <p>The description should include information about:</p> <ul style="list-style-type: none"> <li>• scope of activities of the Partner in education of doctoral students, and in the case of a Polish partner, also experience related to education of foreign doctoral students;</li> <li>• specialisation and competences of the Partner with regard to the Project applied for;</li> <li>• organisational capacity to implement the Project.</li> </ul>
<p><b>12. Applicant's experience in cooperation with the Partner</b></p> <p>Please state whether the Applicant has experience in cooperation with the Partner?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>

### 13. Applicant's experience in cooperation with the Partner

The description should include information about:

- scope of earlier cooperation between the Applicant and the Partner;
- effects of cooperation;
- jointly completed projects, including their subject, scope and budget

### 14. Justification for selection of the Partner

The description should include information about:

- planned scope of cooperation under the Project between the Applicant and the Partner;
- planned effects of cooperation;
- added value resulting from participation of the Partner in the Project implementation.

## Part III. Information about the Project

Title of the Project	
Acronym or marketing name of the Project	
Project implementation period	<p>Please specify the Project implementation period by selecting the starting date and the completion date from the calendar.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• The Project implementation cannot start before 1 May 2019 and must be completed by 30 June 2023 at the latest.</li> <li>• The Project cannot last shorter than 24 months and longer than 50 months.</li> </ul>

### 15. Brief description of the Project

Please present a brief description of the activities planned under the Project.

The description should include information about:

- foreign doctoral students whom the Applicant plans to recruit (research/vocational profile, country (countries) or origin, etc.)
- planned number of recruited foreign doctoral students
- activities planned under the Project to recruit foreign doctoral students;
- cooperation with the Partner(s) (if applicable);
- expected benefits from the Project implementation in the future.

### 16. Information about the education programme for doctoral students to be covered by the Project

Please describe the aim and scope of the education programme for doctoral students which will be covered by the Project.

The description should include the following information:

- name/field of the education programme for doctoral students;

- field of science and scientific/artistic discipline;
- information about the science category in discipline or disciplines in the framework of which the education of doctoral students by the doctoral school will be provided;
- specification of the duration of education of doctoral students;
- information on whether the education of doctoral students under the Project will be conducted based on the existing programme of the Applicant/Partner, or based on a new programme.

**17. Description of personnel involved for implementation of the education programme for doctoral student to be covered by the Project**

The description should include the following information:

- list of persons who are to conduct the studies programme, along with information about their academic or vocational title/degree and their professional/scientific achievements;
- planned function at the doctoral school / in the education programme.

The description should also concern the personnel potential of the Partner(s) (if applicable).

**18. Demand and supply analysis for the education programme for doctoral students to be covered by the Project**

The description should include:

- information about the date and method of performing the analysis;
- conclusions from the analysis (in the context of development needs of the country, the economy and the development strategy of the Applicant);
- conclusions from the competitiveness analysis of the field in the context of the country, Europe/world (if advisable/applicable);
- conclusions from the analysis of interest in participation of foreign doctoral students in the analysed education programme.

**19. Additional information about the education programme for doctoral students which is to be covered by the Project**

Please specify whether the education programme for doctoral students to be covered by the Project has been development (or is planned to be developed) under the measures financed by the National Centre for Research and Development?

- yes  
 no

**20. Compliance of the Applicant's activities with the development goals of the state policy regarding science, science and technology, innovation and social matters**

Please describe how or to what extent the activities planned under the Project comply with the development goals of the state policy regarding science, science and technology, innovation and social matters (defined inter alia in the Responsible Development Strategy, National Research Programme).

**21. Compliance of the Applicant's activities with its development policy regarding strengthening the potential in the area of international academic cooperation**



Please describe how or to what extent the activities planned under the Project comply with the objectives and the development strategy of the Applicant in terms of strengthening the potential in the area of international academic cooperation.

## 22. Desired profile of foreign candidates for education of doctoral students

Please describe the desired profile of foreign candidates for doctoral students whom the Applicant wants to recruit and justify the choice in the context of the Applicant's development strategy and with respect to conclusions resulting from the conducted demand and supply analysis.

The description should include:

- information about the planned number of recruited foreign doctoral students;
- characteristics of foreign candidates for doctoral students, including important characteristics of the group (e.g. desired education field/profile, desired academic/professional education and scientific/professional achievements);
- information about foreign candidates for doctoral students (including their country or countries of origin).

## 23. Information about participation of foreign doctoral students in the Project (forecast)

Please, present the **forecast** concerning the participation of foreign doctoral students in the Project.

Planned number of foreign doctoral students to be recruited, who will begin their education in the 2019/2020 academic year	
Estimated number of foreign doctoral students who will pursue education in the 2020/2021 academic year	
Estimated number of foreign doctoral students who will pursue education in the 2021/2022 academic year	
Estimated number of foreign doctoral students who will pursue education in the 2022/2023 academic year	
Estimated number of foreign doctoral students at the end of the Project implementation in <b>education</b> (the figure cannot be lower than 70% of the number of doctoral students who began education)	
Estimated number of foreign doctoral students who will <b>complete the full cycle of education</b> (the figure cannot be lower than 50% of the number of doctoral students at the end of the Project implementation)	

## 24. Actions aimed at recruiting the best foreign candidates for doctoral students and the method of assessing their level of motivation to complete the full education programme

Please describe and justify the choice of actions to be taken by the Applicant in order to:

- recruit the best candidates for doctoral students from abroad;
- assess the level of motivation of foreign candidates to complete the full education programme in Poland.

**25. Method of assessing foreign doctoral students to qualify them for scholarships, criteria/rules for discontinuing scholarship payments in the next period, ways of providing educational guidance to scholarship recipients and monitoring their results**

Please describe how the Applicant will select foreign doctoral students in order to grant them scholarships for the best results / scientific achievements and how the Applicant will provide educational guidance to scholarship recipients to increase the likelihood of their participation in the full education programme and the submission of a doctoral dissertation to their tutor.

- 25.1. Please describe and justify the method of assessing foreign doctoral students in order to select the candidates who will receive scholarships for the best results / scientific achievements:
- 25.2. Please describe and justify the method of qualifying the candidates for scholarships for the best results / scientific achievement based on criteria taking into account the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities, as well as the principle of equal opportunities for women and men within the meaning of the Guidelines for the implementation of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equal opportunities for women and men as part of the EU funds for 2014-2020.
- 25.3. Please describe and justify the mode of scholarship payment:
- 25.4. Please describe and justify the criteria/rules for suspending the payment of scholarships:
- 25.5. Please describe and justify the method of providing educational guidance to scholarship recipients:
- 25.6. Please describe and justify the method of monitoring the results of scholarship recipients:

**26. Other Project results**

Please describe other results of the Project and their short-term and long-term impact on the implementation of the Applicant's plan.

The description should include information about:

- impact of the Project implementation on development of the Applicant's activity and increase of the Applicant's capacity in terms of internationalisation of education of doctoral students;
- whether the Project implementation will result in the creation of new or modification of the existing education programmes, etc.

Project management, monitoring and evaluation as well as project related risk.

**27. Project management**

Please describe how the Project management will look like.

The description should include information about:

- structure of the Project management, including the role of Partners (if applicable);
- cooperation with other units of the Applicant;
- cooperation with the Partner(s) (if applicable);
- support of the authorities of the Applicant's institutions for the Project implementation;
- method of ensuring the conditions for the work on the Project to run smoothly.

## 28. Equal opportunities and non-discrimination in the Project management

Please describe the specific methods to be applied in the Project management process which will ensure the implementation of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equal opportunities for women and men. Please follow the *Guidelines for the implementation of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equal opportunities for women and men as part of the EU funds for 2014-2020 in the part concerning the Project.*

## 29. Monitoring of activities under the Project

Please describe the activities to be taken in order to monitor and assess the progress in the Project implementation. Specify the method of implementation of those activities (methods, tools, dates, frequency and responsible persons, etc.).

## 30. Evaluation of Project activities

Please specify how the evaluation of the Project results will be carried out and the expected Project impact. Please specify how the evaluation results may be used by the Applicant in future.

## 31. Project risks

Please present information about the risk which may occur during the Project implementation in the following table. Each risk must be described by filling in the text fields concerning the description of the risk, the method of counteracting the risk and the method for reducing the consequences of the risk to the minimum. The likelihood of occurrence of each risk must be assessed at a 4-level scale (1 – low probability and 4 – very high probability) and the impact of a given risk on the correct implementation of the Project (1 – low impact, 4 – very high impact). Three to five major risks related to the Project must be described.

No.	Risk description	Risk probability	Method of risk prevention	Impact of the materialised risk on the Project	Method of minimising the effects of the risk
1					
2					
3					
4					
5					

## Part IV. Project budget:

Eligible cost categories:

- costs of scholarships for best results/scientific achievements for maximum 50% of foreign doctoral students benefiting from education of doctoral students in the Project, – **total cost of scholarships in the Project cannot exceed PLN 1,000,000;**
- costs of activities related to recruiting foreign doctoral students, including the following in particular:
  - costs of organising networking meetings, as well as lectures, conferences, summer schools and other events involving the target group;

- costs of preparing information materials in foreign languages, including guides for foreigners on education of doctoral students in Poland, Polish higher education institutions and research units, everyday life in Poland - addressed to the target group;
  - costs of adapting websites or IT tools (e.g. a virtual university or dedicated applications) to the needs of foreign doctoral students;
- the total costs of activities related to recruiting foreign doctoral students in the Project cannot exceed PLN 250,000.

Information about the method of preparing the Project budget:

The Project budget has the form of a table divided into three parts:

- Part A – Cost of scholarships for foreign doctoral students (filled in automatically by the NAWA ICT system);
- Part B – Costs of activities related to recruitment of foreign doctoral students (filled in by the Applicant);
- Part C – Summary of costs under the Project (filled in automatically by the NAWA ICT system).

#### Part A – Cost of scholarships for foreign doctoral students

No.	Academic year	Number of foreign doctoral students receiving scholarship	Number of months to the payment of scholarships	Amount of monthly scholarship	Total cost
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>	<i>(f)</i>
1	2019/2020		8	PLN 5,000.00	
2	2020/2021		12	PLN 5,000.00	
3	2021/2022		12	PLN 5,000.00	
4	2022/2023		9	PLN 5,000.00	
<b>Total:</b>					

#### Part B – Costs of activities related to recruitment of foreign doctoral students

Note:

- In the 2019/2020 academic year, the scholarships may be paid for 8 months (i.e. from February 2020 to September 2020).
- In the 2020/2021 and 2021/2022 academic years, the scholarships may be paid for 12 months (i.e. from September to September of a given academic year).
- In the 2022/2023 academic year, the scholarships may be paid for 9 months (i.e. not longer than until 30 June 2023).

The budget must be filled out in the following way:

- Unit of measure – provide the adopted unit of measure;
- Number of units – provide the number of units;

- Unit price – provide the unit price
- Calculation method – a descriptive field where the Applicant must present the calculation used to estimate the value of items and justify the basis for adopting the unit price (limit of 500 characters).

No.	Name of the cost	Unit of measure	Number of units	Unit price	Total cost	Calculation method
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1						
2						
3						
... n						
<b>Total:</b>						

### Part C – Summary of the Project costs

Part A – Cost of scholarships for foreign doctoral students	
Part B – Costs of activities related to recruitment of foreign doctoral students	
<b>Total Project costs:</b>	

### Part V. STATEMENTS

1. Being authorized to submit this statement, on behalf of the Applicant applying for Project financing, I hereby declare that:
  - I am aware of criminal liability resulting from Article 271 of the Penal Code, concerning the attestation of untruth regarding the circumstances of legal significance;
  - the information included in the above application is consistent with the facts;
  - The planned costs presented in the application are not financed from funds coming from other sources and the Applicant does not apply for their financing from other sources;
  - The expenditure incurred to carry out tasks under the Project will not be allocated to activities financed from state budget funds or activities financed from the fees paid by the students participating in the Project;
  - The Applicant is not in arrears with payments of budget receivables and with payment of social security and health insurance contributions;
  - The Applicant has fulfilled the obligations towards NAWA, resulting from agreements signed under other programmes;
  - The Applicant has financial capacity to implement the Project under the Programme STER – *Doctoral Scholarships for Foreigners*;
  - The Applicant is not subject to any initiated arrangement or liquidation procedure, the Applicant's bankruptcy or loss of legal personality has not been announced yet, the Applicant has not suspended business activity, is not subject to court proceedings concerning these matters, and is not in a similar situation resulting from a similar procedure provided for in national legislation;

- Persons acting on behalf of the Applicant have not been sentenced with a valid judgment for a crime related to their professional activities, violation of professional ethics or punished for serious professional misconduct;
- The Applicant (persons belonging to the Applicant's bodies) is not encumbered with a valid judgement regarding fraud, corruption or other illegal activities resulting in the creation of any damage or threat;
- The Applicant did not deliberately or negligently fail to perform contracts or Projects financed or co-financed from public funds.

2. I declare that the Applicant does not conduct activities subject to VAT in the area covered by the above Project.

Due to the above, when implementing the above Project, the Applicant cannot in any way recover the incurred VAT cost, the amount of which was included in the Project budget.

At the same time, I declare that in the event of a change in the circumstances mentioned above and becoming a VAT payer, the Applicant/Beneficiary will notify the Polish National Agency for Academic Exchange about it without undue delay.

3. Consent for processing of personal data

I confirm the fulfilment of the information obligation with respect to persons whose data were provided in the application – by providing the personal data protection principles specified in the Regulations of the Programme.

4. The Polish National Agency for Academic Exchange informs that it does not provide state aid or *de minimis* assistance and therefore the Applicant has an obligation to confirm that the state aid will not occur if the Applicant obtains the financing for the Project.

Please fill in the following questionnaire confirming the absence of state aid

1	Does the Entity conduct economic activity within the meaning of the EU competition law (e.g. provides services or offers goods on the market)?	YES <sup>1</sup>		NO <sup>2</sup>	
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<sup>1</sup> If YES, go to question 2.

<sup>2</sup> If NO, stop filling in the questionnaire and complete the following statement. The provided answer shows that the aid obtained from the NAWA funds will not constitute state aid referred to in Article 107(1) of the TFEU.

2	Will the Project financing applied for be the financing of only the non-economic activity of the entity (i.e. the Project does not consist in conducting economic activity and is not related to such activity, and its results will not be used for conducting such activity)? <sup>3</sup>	YES <sup>4</sup>		NO <sup>5</sup>	
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<sup>3</sup> In the case of entities other than research and knowledge-dissemination organisations, in order to assess whether a given activity of the entity may be considered a non-economic activity, please read the relevant decisions of the European Commission (amongst others paragraphs 17-25 of the Commission Decision No N293/2008; paragraphs 12-26 of the Commission Decision No N540/2008; paragraphs 51-55 of the Commission Decision No N470/2008; paragraphs 96-108 of the Commission Decision No SA.20829) and case law of the European Court of Justice (amongst others the judgement in the case C-138/11; opinion in the case C-205/03 P).

<sup>4</sup> If YES, go to question 3.

<sup>5</sup> If NO, stop filling in the questionnaire, the financing by NAWA will not be possible.

3	<p>If economic and non-economic activity is conducted, is it possible to divide the two types of activity, their costs, financing and revenues? (Annual financial statements of the entity may constitute evidence for appropriate division of costs, financing and revenues).</p>	YES <sup>6</sup>	NO <sup>7</sup>
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<sup>6</sup> If YES, stop filling in the questionnaire and complete the statement. The provided answers show that the aid obtained from the NAWA funds will not constitute state aid referred to in Article 107(1) of the TFEU.

<sup>7</sup> If NO, stop filling in the questionnaire, the financing by NAWA will not be possible.

I declare that the above information is true, complete, reliable and was provided according to my best knowledge and with due diligence.

5. Statement on absence of state aid

Acting on behalf of the Applicant, I hereby declare that\*:

- The Applicant 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 (OJ L 187, 26.6.2014, p. 1);
- The financing applied for from the Polish National Agency for Academic Exchange under the International Alumni programme does not constitute, for the Applicant, state aid referred to in Article 107(1) of the Treaty on the Functioning of the European Union (consolidated text OJ 2010 C 83, p. 1).

\* Please mark as appropriate