

Annex 4a to the Agreement – Template of the partial report

PARTIAL REPORT¹ for the Beneficiaries of the Polish National Agency for Academic Exchange Programme

STER Programme – *Doctoral Scholarships for Foreigners*

I. INFORMATION ABOUT THE PROJECT

Project No	
Title of the Project	
Name of the Beneficiary	
Name of Partner 1	
Name of Partner	
Amount of financing	
Project implementation period	

Report No	
Purpose of the form	<input type="checkbox"/> Submission of a Partial Report <input type="checkbox"/> Correction of a Partial Report after the comments of NAWA
Partial Report for the period	
Date of the Partial Report	
Costs incurred as shown in the Partial Report	
Requested amount of partial payment	

¹ The Beneficiary fills in the white boxes only.

II. COURSE OF THE PROJECT IMPLEMENTATION

1. Please describe the activities related to recruitment of foreign doctoral students that were carried out in the reporting period²:

1.1. Planned number of foreign doctoral students declared by the Beneficiary in the application for financing:

1.2. Information about completed activities related to acquiring foreign doctoral students:

No	Category of activities related to recruitment of foreign doctoral students	Task	Name of the task	Entity responsible for the implementation of the task	Implementation date/period	Detailed description of the implementation method along with the information about effects, in particular about the number of recruited or potential candidates for doctoral students	Total cost of the task
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1							
2							
3							
....n							

1.3. Additional information and comments on activities related to recruitment of foreign doctoral students:

² Description of activities related to recruitment of foreign doctoral students (point 1 of the Report) concerns only the first Partial Report. Please, mark the "Not applicable" field in subsequent partial reports.

1.4. Number of foreign doctoral students recruited by the Beneficiary as a result of activities described in point 1.2:

No.	Number of recruited foreign doctoral students by country of origin and by sex	Total	including:	
			women	men
(a)	(b)	(c)	(d)	(e)
1	name of the country:			
2	name of the country:			
3	name of the country:			
....n	name of the country:			
Total:				

[] Not applicable

2. Please, present information about participation of foreign doctoral students in the Project³:

2.1. Information about foreign doctoral students recruited by the Beneficiary who began/continue education at a doctoral school:

No.	Number of doctoral students participating in the Project	Total ⁴	including:	
			women	men
(a)	(b)	(c)	(d)	(e)
1	Number of foreign doctoral students who began their education in the 2019/2020 academic year			
2	Number of foreign doctoral students who continue their education in the 2020/2021 academic year			
3	Number of foreign doctoral students who continue their education in the 2021/2022 academic year			
4	Number of foreign doctoral students who continue their education in the 2022/2023 academic year			
Total:				

³ Information about participation of foreign doctoral students in the Project (point 2 of the report) is filled in starting from the second partial report. In the first partial report, please tick the "Not applicable" field.

⁴ The number of foreign doctoral students who began their education in the 2019/2020 academic year must be equal to the number of recruited foreign doctoral students. In subsequent academic years, only the "Not applicable" field should be ticked.

2.2. Information about the number of foreign doctoral students to whom scholarships were paid in the reporting period:

No.	Number of doctoral students participating in the Project	Total	including:	
			women	men
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>
1	Number of foreign doctoral students who received scholarship in the 2019/2020 academic year			
2	Number of foreign doctoral students who received scholarship in the 2020/2021 academic year			
3	Number of foreign doctoral students who received scholarship in the 2021/2022 academic year			
4	Number of foreign doctoral students who received scholarship in the 2022/2023 academic year			
Total:				

2.3. List of foreign doctoral students who received scholarships in the reporting period:

No.	Surname	First name	Sex	Country of origin	Number of months in which scholarship was paid out
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>	<i>(f)</i>
1					
2					
3					
....n					

[] Not applicable

3. Please describe modifications and delays in the Project implementation along with justification and information on whether they affect the correct and timely implementation of the Project.

4. Please describe the Project management method, including the application of the principles of equal opportunities and non-discrimination.

5. Please describe the monitoring and evaluation activities undertaken in the reporting period.

6. Please refer to the risks identified in the application and determine their impact on the Project implementation.

7. Additional information and comments:

Please provide below other important information that could not be provided in the other fields of the Report due to the lack of space. In this part you can also provide your comments and recommendations to improve future activities, administrative procedures, financing method, etc. related to the Programme.

III. FINANCIAL REPORT

3.1. Summary of expenditure under the Project incurred in the reporting period									
No.	Symbol of the Beneficiary/ Partner	Type and number of the accounting document	Number of the accounting records	Date of issue	Date of payment	Name of product or service	Gross amount of the accounting document	Cost category	Eligible amount
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
1									
2									
3									
....n									
Total incurred expenditure:									

3.2. Financial progress in the Project implementation					
No.	Cost category	Amount of the Project budget in the approved application	Amounts settled by this report	Cumulative amounts since the beginning of the Project implementation	% of implementation
(a)	(b)	(c)	(d)	(e)	(f)
Part A – Cost of scholarships for foreign doctoral students					
1					
Part B – Costs of activities related to recruitment of foreign doctoral students					
1					
2					
3					
....n					
Total:					

3.3. Settlement of advance payments		
(a)	(b)	(c)
1	Amount of the Project financing	
2	Amounts settled by this report	
3	Amount of eligible expenditure since the beginning of the Project implementation (including the expenditure covered by this Report)	
4	Amount of the funds received (since the beginning of the Project implementation)	
5	Percentage value of the settlement of the received funds	
6	Requested amount of partial payment	
7	Interest accrued from the beginning of the Project implementation	

IV. PAYMENT SCHEDULE

Year	Quarter	Month	Planned expenditure *	Co-financing - Advance payment**, Partial payment***, Balancing payment****
2019	II	May 2019		
		June 2019		
	III	July 2019		
		August 2019		
		September 2019		
	IV	October 2019		
		November 2019		
		December 2019		
	2020	I	January 2020	

Year	Quarter	Month	Planned expenditure *	Co-financing - Advance payment**, Partial payment***, Balancing payment****
		February 2020		
		March 2020		
		April 2020		
	II	May 2020		
		June 2020		
		July 2020		
	III	August 2020		
		September 2020		
		October 2020		
	IV	November 2020		
		December 2020		
		January 2021		
2021	I	February 2021		
		March 2021		
		April 2021		
	II	May 2021		
		June 2021		
		July 2021		
	III	August 2021		
		September 2021		
		October 2021		
	IV	November 2021		
		December 2021		
		January 2022		
2022	I	February 2022		

Year	Quarter	Month	Planned expenditure *	Co-financing - Advance payment**, Partial payment***, Balancing payment****	
	II	March 2022			
		April 2022			
		May 2022			
		June 2022			
	III	July 2022			
		August 2022			
		September 2022			
	IV	October 2022			
		November 2022			
		December 2022			
	2023	I	January 2023		
			February 2023		
March 2023					
II		April 2023			
		May 2023			
		June 2023			
Total:			0	0	

* Planned expenditure

Estimated expenditure for a given period should be entered in the month in which the Beneficiary plans to submit the Partial Report

** Co-financing – advance payment	The amount of an advance payment should be entered in the month in which the Beneficiary received the advance payment.
*** Co-financing – partial payment	The amount of the partial payment should be entered in the month in which the Beneficiary plans to request the partial payment and completes Part V of the report – request for partial payment.
**** Co-financing – balancing payment	The amount of the balancing payment should be entered in the last month of the Project implementation.

V. REQUEST OF THE BENEFICIARY FOR THE PARTIAL PAYMENT

1. I request the partial payment in the amount of PLN _____, constituting _____% of the Project financing amount.

2. I declare that from the beginning of the Project implementation the amount of eligible expenditure was: PLN _____ and constitutes _____% of the settlement of the advance payment received.

3. I ask for payment of the above amount to the bank account indicated in the Agreement on the Project financing:

Bank account number: _____

Bank name: _____

VI. STATEMENT OF THE BENEFICIARY

I declare that:

1. All data provided in this report are consistent with the current legal and factual situation;
2. All amounts mentioned in the statement of expenditure incurred in the reporting period have been actually incurred;
3. All accounting documents related to the Project implementation were described in accordance with the requirements set out in the Program Regulations;
4. All presented costs have been included in separate financial and accounting records of financial resources received for the Project implementation, in accordance with the Accounting Act, in a way enabling identification of individual accounting operations;
5. Financial operations related to the Project implementation from the funds received are carried out on a bank account dedicated to the Project;
6. None of the presented expenditure has been financed twice;
7. The financing granted from NAWA funds was not used to generate profit;
8. 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.