NARODOWA AGENCJA WYMIANY AKADEMICKIEJ

# THE REGULATIONS OF EXCHANGE PROGRAMME FOR STUDENTS AND SCIENTISTS AS PART OF BILATERAL COOPERATION - OFFER FOR INCOMING STUDENTS AND SCIENTISTS

Warsaw, 20 December 2019

NAWA

NARODOWA AGENCJA WYMIANY AKADEMICKIEJ

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# 1. GENERAL INFORMATION ABOUT THE PROGRAMME

## 1.1. Basic terms and abbreviations

1) Agency, NAWA – Polish National Agency for Academic Exchange
2) Beneficiary – scholar of NAWA or of the sending party, selected during the call for proposals for the Programme
3) Director – Director of the Polish National Agency for Academic Exchange
4) Host centre – institution of the Polish science and higher education system
5) Programme – programme of the exchange of students and academics in higher education based on international agreements and bilateral cooperation at the national or departmental level
6) Part-time studies – studies lasting one or two semesters at the host university
7) ICT system of the Agency – system in which the call for and evaluation of applications and of reports submitted by the Beneficiary are conducted
8) Scholarship – funds granted as part of the Programme
9) Act on NAWA – Act of 7 July 2017 on the Polish National Agency for Academic Exchange (Journal of Laws of 2017, item 1530, as amended)
10) Applicant – individual 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
11) Foreign partner institution – public institution, which is specific to the country with which bilateral cooperation is conducted and which is authorised to conduct the academic exchange at the intergovernmental or interdepartmental level. Depending on conditions, this role may also be played by a Polish diplomatic and consular post or by the Polish Institute.

## 1.2. Major objective of the Programme

The objective of the Programme is to increase the level of internationalisation of Polish higher education and to create opportunities to establish or strengthen existing academic cooperation among Polish and foreign institutions of the higher education and science system. The offer for incoming

students and scientists as part of the Programme will allow to increase the number of foreign students and academic staff in Polish universities and will positively affect the increase in the level of education and specialist competence in developing countries with which Poland has signed appropriate agreements. Thanks to the exchange of students and scientists under international agreements, relationships between partner countries will be developed, mutual understanding, trust and respect will be strengthened. The Programme will allow to strengthen the positive image of Poland as a country with attractive and competitive educational and scientific opportunities. Moreover, it will contribute to popularising the knowledge of Polish language and Polish culture in partner countries.

The offer for incoming students and scientists as part of the Programme is the implementation of international agreements, interdepartmental programmes and bilateral cooperation and includes the exchange of students and scientists based on these agreements. The action is implemented pursuant to Article 2(3)(1) of the Act of 7 July 2017 on the Polish National Agency for Academic Exchange.

The visits under the Programme may last from 3 days to 12 months in a given academic year – depending on the provisions of the agreement on a basis of which cooperation is executed. If the international agreement provides for paying a scholarship by the host party, the Programme provides financing of this scholarship to cover the maintenance costs of the Beneficiary at the Polish academic centre. If the international agreement provides for paying a scholarship by the sending party, the scholarship is paid by the sending party, in a manner and amount provided for by the legislation of the sending country.
The offer as part of the programme applies to visits which will take place in the 2020/2021 academic year[1].

Applicants in the Programme may be individuals meeting the requirements referred to in point 2.1. of the Regulations, whereby it is necessary for the Applicant to be officially nominated by a foreign

[1] If the provisions of the given agreement provide for admitting the Beneficiary for full-time studies, then the duration of the Programme for the Beneficiary is the statutory duration of his/her studies. The studies may be preceded by a year-long preparatory course. The studies or preparatory course must be started in the 2020/21 academic year.

partner institution as part of the valid international agreement or bilateral cooperation. Partner institutions accept applications within time-limits they indicate.

In the case of internships, part-time studies or study visits, holding an invitation from the host centre or confirmation of existing cooperation is a prerequisite to obtain a scholarship.

1.3. Specific objectives

As part of the Programme, authorised visits are those which objectives may be:

1) participation in scientific internship;
2) completion of part-time studies;
3) completion of university studies (first-cycle programme, second-cycle programme, Master's degree studies or doctoral studies); university studies may be preceded by a preparatory course;
4) study visit;
5) obtaining materials for scientific work;
6) conducting teaching activities at a host centre;
7) other form or forms of scientific or academic activity related to the implementation of studies, doctoral thesis or academic work.

In the application, the Applicant points to one or more of the above-mentioned activities which he/she is going to implement at the Polish host centre, indicating their objectives, importance to his/her studies or to development of his/her scientific career and justifying the choice of the host centre for the planned activities. In the case of internships, part-time studies or study visits, the Applicant also attaches an invitation from the host centre, confirming its will to accept the scholar for the requested period. In the case of full-time studies, the Applicant must meet the recruitment requirements of a selected university. The final decision on admission is made by the host centre.

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1.4. Programme schedule

## 2. APPLICATION PROCEDURE

### 2.1. Eligible Applicants

The offer for incoming students and scientists applies to the following countries:
Armenia, Belarus, Bulgaria, China, Croatia, Czech Republic, Egypt, France, Greece, Hungary, Israel, Italy, Japan, Kazakhstan, North Macedonia, Mexico, Philippines, Romania, Serbia, Slovakia, Slovenia, Switzerland, Taiwan, Ukraine, Vietnam, Yemen.

Note: it is possible to extend the offer for incoming students and scientists if further international agreements or cooperation programmes enter into force or if Poland establishes bilateral cooperation with other countries. If a partner country or Poland withdraw from cooperation, the offer for incoming students and scientists may be cancelled, also after the evaluation of applications has been completed.

The information about the above will be promptly placed on the website www.nawa.gov.pl.

Participation in the Programme may be applied for by individuals who:

1) completed secondary schools in the country of their residence, and who, at the time of completing the call for proposals for the Programme, hold a school certificate giving them the right to start studying any field of study and at any university in the certificate issuing country or
2) are students at foreign universities or
3) complete their doctoral studies at foreign universities or scientific institutions or
4) are university graduates who received their diploma not earlier than two years before the current call for proposals and have a recommendation from their university – apply for admission to complete another level of education or
5) are academic, didactic or academic and didactic researchers of foreign universities or scientific institutes,

nominated by foreign partner institutions as part of the applicable international agreement or bilateral cooperation.

The programme is open to students and academic researchers representing all academic disciplines, unless a given international agreement provides otherwise. One Applicant may submit only one application during a given call for proposals as part of the Programme.

In the case of internships, part-time studies or study visits, the Applicant shall also attach a confirmation of his/her command of Polish or of a foreign language allowing to communicate with the partner institution in Poland, at the level of at least B1.
The final decision on the acceptance of candidates is made by Polish academic host centres.

2.2. Date and form of submitting applications

The call for proposals under the Programme will be conducted by 30 May 2020, in a written form, through foreign partner institutions in sending countries, which nominate Applicants. Decisive is the date of receipt by the Agency.

Applications submitted individually, without recommendations and agency of partner institutions will be left without consideration.

The model of the application form is Annex No 1 to the Regulations.

2.3. List of required attachments to the application

The following should be attached to the application:

1) secondary school graduates and other candidates applying for admission for the first-cycle programme, second-cycle programme or Master's degree studies in Poland:
    a) Secondary school certificate, giving the right to start studying any field of study and at any university in the certificate issuing country; in the case of persons who at the time of applying are students of the last grade of secondary school – a list of grades for the last semester of education;

b) Copy of a diploma or – in the case of persons who at the time of applying are last-year students – transcript of records obtained throughout the studies (refers to candidates for the second-cycle programme);

c) Substantiation of the selection of Poland as a country of studies (for candidates for the first-cycle programme) or substantiation of the selection of the academic host centre (for candidates for the second-cycle programme);

2) students applying for admission for internships or part-time studies;

a) Copy of a diploma or transcript of records obtained throughout the studies;

b) CV of the student, not more than 2 pages;

c) Substantiation for the selection of the host centre

d) Copy of confirmation of being admitted for internships or studies by the Polish host centre;

e) Recommendation from an independent academic researcher;

3) doctoral students and academic and didactic researchers as well as candidates for doctoral studies

a) Research plan describing activities to be implemented at the host centre, along with a substantiation of the selection of the host centre;

b) Copy of the highest-level diploma obtained;

c) Scientific resume of the candidate, including publications, implemented research projects, foreign internships and special achievements of the candidate, not more than 3 pages;

d) Copy of confirmation of being admitted for internship or studies by the Polish host centre; in the case of candidates for doctoral studies – willingness to assume scientific supervision of the candidate by an independent academic researcher from the selected entity;

e) Recommendation from an independent academic researcher (does not refer to persons with the degree of Ph.D. or the title of Professor)

The application is prepared in Polish or English. The attachments to the application may be drawn up in the Polish or English language version. In the case of documents issued in other languages, it is required to have them translated into Polish or English and officially certified.

## 3. PROCEDURE FOR EVALUATION AND SELECTION OF APPLICATIONS

### 3.1 The course of the application evaluation procedure

In accordance with the provisions of international agreements, the substantive evaluation of applications is the responsibility of the sending party. The Polish party carries out a formal evaluation of applications submitted by the foreign partner.

### 3.2 Formal evaluation

The objective of the formal evaluation is to verify the application for the compliance with the formal criteria indicated in these Regulations. During the formal evaluation, 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.

If the incomplete application is submitted, the Applicant is called on, through the foreign partner institution which nominates him/her, to complete these deficiencies within 14 days from the date of receipt of this call, with an instruction that a failure to do so will leave the application without consideration.

In the case of any doubt as to the status of the Applicant, NAWA may request the Applicant, through the foreign partner institution, to provide additional documents or explanations.

Applications shall be left without consideration, if:

1) submitted after the deadline designated in the announcement of the call for proposals;

2) they fail to meet the formal requirements designated in the announcement of the call for proposals to participate in the Programme;

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

3.3 Registration with the system

Applicants who pass the formal evaluation are obliged to register with the Agency's ICT system on the website www.nawa.gov.pl;

In the case of incomplete or improper registration, the Applicant is called on, through the NAWA ICT system, to complete or improve it within 14 days from the date of sending the call, with an instruction that a failure to do so will leave the application in the Programme without consideration.

Checking if registration with the system is proper is the responsibility of the Applicant.

A failure to register with the system within the prescribed time-limit is treated as a resignation by the Beneficiary from the stay in Poland as part of the Programme.

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

After the formal evaluation and registration with the NAWA system, the Agency proposes the Applicant to the academic host centre, which decides on admission of candidates. Once the Polish host centre provides the information about the acceptance of proposed Applicants, the Director of NAWA issues for accepted persons:

1) decision on granting financing – in the case of scholars of the host party;
2) information about the completion of the recruitment process – in the case of scholars of the sending party.

The above-mentioned decisions shall be provided to Applicants through the Agency's ICT system.

NAWA will provide foreign partner institutions, in writing, with the information about the results of procedure with regard to candidates nominated by these institutions.

3.3. Appeal procedure

Pursuant to Article 25(2) of the Act on NAWA, the Applicant, after receiving the information about leaving the application without consideration, may request the Director to reconsider the case should any formal violations appear in granting financial resources.
The request for reconsideration of the case may include reservations only as to formal issues in the process of granting financial resources.

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 request for reconsideration of the case should be submitted to the Director within 14 days from the date of receiving the decision, to the following address:

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

The request for reconsideration cannot be submitted in relation to the decision of the academic host centre.

4. SCHOLARSHIP AGREEMENT

The signing of the scholarship agreement with the Beneficiary qualified for the stay to Poland from the country with which Poland has an agreement providing for payment of a scholarship by the host party takes place based on the final decision of the Director on granting financial resources under the

Programme, after the positive completion of the formal evaluation of the application and after the acceptance of the candidate by the Polish host centre, not later than 30 days after the receipt of the decision.

If the Beneficiary is qualified to visit Poland from the country with which Poland has an agreement providing for payment of a scholarship by the sending party, the Beneficiary may be obliged by the foreign partner to sign the scholarship agreement, whose content is determined by the legislation of the sending country.

## 5. BENEFICIARY'S OBLIGATIONS

The obligations of the Beneficiary shall be:

1) implement, according to the application, the programme of study, scientific, teaching or another activity indicated in the application, on a continuous basis during the project implementation, whereby the period of staying outside the host centre cannot exceed ¼ of the overall period of stay (including conferences, leaves, special trips, other absences);
2) have at least basic health insurance, including, in particular, insurance of the costs of treatment and transport to a hospital, covering the period of stay at the host centre; the Beneficiary being a national of one of the European Union Member States, provided he/she is insured there, is obliged to have at least the European Health Insurance Card;
3) submit, in a timely manner, an interim report (if required) and a final report, along with a certificate from the host university that the stay has been implemented;
4) inform NAWA about any changes in the project implementation;
5) inform NAWA about his/her scientific or didactic successes – both during the project implementation and at the stage of reporting and evaluation – including publications developed during or as an effect of the stay/grant applications/implementation projects, etc.
6) place on all publications being an effect of the stay the full name of the Polish National Agency for Academic Exchange, in Polish or English.
7) execute the scholarship agreement properly.

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## 6. RULES OF FINANCING

### 6.1. Project implementation period

The stay may be implemented from 3 days to 12 months in a given academic year. The offer refers to stays which will take place in the academic year 2020/2021 [2].

### 6.2. The principles of making payments

The Beneficiaries staying in Poland on a basis of the scholarship of the host party will receive the scholarship every month, through the host centre. The detailed conditions of financing will be determined by the scholarship agreement concluded between the Beneficiary and the Agency.

| Beneficiary: | Monthly rate of the scholarship of the Director of NAWA |
|---|---|
| Students of:<br>• the first-cycle programme,<br>• students of the first, second and third year of Master's degree studies | PLN 1,250 |
| • students of the second-cycle programme<br>• students of the fourth and fifth year of Master's degree studies | PLN 1,500 |
| • trainees with the Master's degree | PLN 2,200 |

[2] If the provisions of the given agreement provide for admitting the Beneficiary for full-time studies, then the duration of the Programme for the Beneficiary is the statutory duration of his/her studies. The studies may be preceded by a year-long preparatory course. The studies or preparatory course must be started in the 2020/21 academic year.

| | |
|---|---|
| • students of doctoral studies who started their doctoral studies after 1 October 2020 | rate specified in art. 209 of the Act of 20 July 2018 Law on Higher Education |
| • persons with a doctoral title | PLN 3,000 |

In case of preparatory courses participants, the following monthly rates apply:

| | |
|---|---|
| • preparatory course for full-time studies | PLN 1,450 |
| • preparatory course for Master's degree studies | PLN 1,750 |
| • preparatory course for doctoral studies | PLN 2,400 |

addition, students of full-time studies in Poland may receive:

- in the first year of studies – the first monthly scholarship plus PLN 500, allocated for the costs of establishment in Poland (applies to persons who did not graduate from lower degree studies in Poland)
- in the last year of studies – the last monthly scholarship plus PLN 500, allocated for the costs related to preparing the diploma thesis.

As part of the Programme, the Beneficiaries (participants in internships, studies and full-time studies) are not entitled to receive any other financial benefits in addition to those mentioned above. In order to receive the full scholarship for a given month, the Beneficiary should stay at the host centre for at least 15 calendar days in a given month. If the stay is from 5 to 14 days, the half of scholarship is granted. If the stay is from 1 to 4 days in a given month, the scholarship of the Director of NAWA for this month is not granted.

In case of doctoral title holders' study visits, the daily rate of PLN 350 is applied.

6.3. Suspension of the scholarship

The scholarship may be suspended in cases determined in the scholarship agreement, particularly when NAWA is informed about the interruption of the stay, conflict with the host centre (understood

either as a formal, written request of the host centre to NAWA, describing the situation and withdrawing the consent to continue the stay of the Beneficiary at the host centre or as an initiation of the disciplinary procedure against the Beneficiary), retake of the year by the student and blatant irregularities during the stay. Once the Beneficiary has been asked for clarifications and provided satisfactory information, financing of the project may be resumed.

6.4. 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 is removed from the list of students, has been punished by disciplinary action or convicted by a valid judgment for an offence committed intentionally or for intentional tax crime.

6.5. Amending the scholarship agreement

Amending the scholarship agreement may take place in justified cases by the mutual agreement of the parties. NAWA reserves the right to unilateral notification of amendments to the agreement (annex) which will not have any significant influence on increasing the Beneficiary's obligations (e.g. organising amendments, rectification amendments etc) and the Beneficiary gives his/her consent to this.

## 7. SUBMISSION AND VERIFICATION OF REPORTS

The participant is obliged to submit to NAWA a report on the stay within 30 days from the end of the stay.

In the case of students of full-time studies, continuing their studies in the subsequent academic year, they are obliged, by 30 September of each year, to submit an interim report including the average grade for the past academic year (first- and second-cycle programme) or the supervisor's opinion on the progress of work on the doctoral thesis (third-cycle programme).

A failure to submit an interim report may be a basis for suspending the scholarship.

A failure to submit a final report may be a basis for non-admission of the Beneficiary to another call for proposals under the Programmes announced by NAWA and for requesting to return the funds he/she received.

For the Beneficiaries receiving the scholarship of the Director of NAWA, models of the interim and final reports are a part of the scholarship agreement. The model of the report for the Beneficiaries staying in Poland on conditions of the scholarship of the sending party is Annex No 2 to the Regulations

## 8. EVALUATION

The Beneficiaries are required to participate in the Programme evaluation carried out by NAWA. It is assumed that the Beneficiary may be invited to participate in the evaluation once during his/her stay and once within 2 years from the end of the stay.

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, which shall take place in the same manner as the publication of the call for proposals. Applications submitted before the amendments to the Regulations became public, shall be resubmitted by the Applicant, if their provisions are not compliant

with amendments introduced. NAWA shall inform about amendments made all Applicants who submitted their applications before amendments to the Regulations have been published, by sending them appropriate information. 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 content of the Regulations including modifications made, which at the same time is the moment, from which they shall be in force.

NAWA reserves the right to cancel the call for proposals, in particular in the case of substantial change in legislation affecting the conditions of the call for proposals, force majeure events, termination of the international agreement by the foreign partner, withdrawal of the foreign partner from bilateral cooperation or in any 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 persons interested in applying for funds under the current call for proposals read regularly the information placed on the above website.

## 10. PERSONAL DATA PROTECTION

The controller of personal data of Applicants, Beneficiaries, representatives of the host centre 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 the Programme participants after the completion of the Programme, including cooperation for the promotion of the Programme.

Personal data may be provided to NAWA employees, diplomatic posts, foreign partner institutions or representatives of host centres in connection with the implementation 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 data subject 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 Applicants will be used for two years after the completion of the call for proposals. Personal data of Beneficiaries will be used for twenty five years after the completion of the Programme.

The data subject 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).

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## 11. CONTACT WITH NAWA

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

Agata Bader, phone 22 390 35 13 e-mail:

agata.bader@nawa.gov.pl

(Armenia, China, Japan, Kazakhstan, Mongolia, Philippines, Taiwan, Vietnam, Yemen)

Elżbieta Dybcio-Wojciechowska Phone

22 390 35 24

e-mail: elzbieta.dybcio@nawa.gov.pl

(Belarus, Bulgaria, Croatia, Czech Republic, Egypt, France, Hungary, Israel, Italy, Mexico, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Ukraine)