



NARODOWA AGENCJA  
WYMIANY AKADEMICKIEJ

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

Warsaw, 20 December 2019

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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** - NAWA scholarship holder or holder of the scholarship of the sending party, selected within the recruitment for the Programme
- 3) **Director** – General Director (CEO) of the Polish National Agency for Academic Exchange
- 4) **Hosting centre** - institution of the Polish science and higher education system
- 5) **Programme** - personal exchange of students and academic teachers within higher education based on international agreements and bilateral cooperation at national or inter-ministerial level
- 6) **Semester studies** - studies lasting one or two semesters at the host university
- 7) **Agency's ICT system** - system in which the Beneficiary is registered and - in the case of persons who are beneficiaries of the host party - the scholarship agreement is concluded with the Beneficiary
- 8) **Scholarship** - funds awarded under the Programme
- 9) **PNAAE** - the Act of July 7<sup>th</sup>, 2017 on the Polish National Agency for Academic Exchange (i.e. Polish Journal of Laws of 2019, item 1582)
- 10) **Applicant** - natural person who meets the requirements set out in point 2.1. of the Regulations, who submitted or intends to submit application for participation in the Programme
- 11) **Foreign partner institution** - competent for the country with which bilateral cooperation is conducted - public institution with the authority to conduct academic exchange at intergovernmental or inter-ministerial level. Depending on the circumstances, this role may also be played by a Polish diplomatic and consular mission or by the Polish Institute.

### 1.2. The main objective of the Programme

The aim of the Programme is to increase the degree of internationalization of Polish higher education and to create opportunities to establish or enhance existing academic cooperation between Polish and foreign institutions of higher education and science system. The offer for incoming students and scientists under the Programme will allow to increase the number of foreign students and academic staff at Polish universities, as well as positively affect the level of education and specialized competences in developing countries with which Poland has signed relevant agreements. Thanks to the exchange of

students and scientists under international agreements on cooperation in the field of higher education, relations between partner countries will be developed, as well as mutual understanding, trust and respect will be improved. The Programme will help to strengthen the positive image of Poland as a country with attractive and competitive educational and scientific opportunities. In addition, it will contribute to the spread of knowledge of Polish language and Polish culture in partner countries.

The offer for incoming students and scientists under the programme constitutes the implementation of international agreements, inter-ministerial programmes and bilateral cooperation with the countries indicated in the Regulations, and includes the exchange of students and academic teachers based on these agreements and bilateral cooperation. The activity is carried out pursuant to art. 2 section 3 point 1 of the PNAAE.

Arrivals under the programmes may last from 3 days to 12 months in a given academic year - depending on the provisions of the agreement under which the cooperation is implemented. In the event that the international agreement provides for the payment of the scholarship by the host party, the Programme provides funding for the scholarship covering the costs of the Beneficiary's maintenance in a Polish academic centre. In the event that the international agreement provides for the payment of the scholarship by the sending party, the scholarship shall be paid by the sending party, in the manner and amount provided for by applicable regulations of the sending country.

In connection with statutory changes, if the provisions of a given international agreement provide for the admission of a foreigner to full doctoral studies (doctoral education), the Agency shall cover the costs of the scholarship arising from art. 209 of the act of July 20<sup>th</sup>, 2018, the Higher Education and Science Law. Candidates for doctoral schools are required to undergo the recruitment procedure specified in the regulations of the selected doctoral school.

The offer under the programme applies to arrivals that will take place in the academic year 2020/2021.<sup>1</sup>

Applicants for the Programme may be natural persons who meet the requirements referred to in point 2.1. of the Regulations, however the official **nomination of the Applicant by the foreign partner institution** under the applicable international agreement or bilateral cooperation is necessary. **The foreign partner institutions allow for admission of applications within the dates indicated by them.**

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<sup>1</sup> If the provisions of a given agreement provide for admission to full studies in Poland, then the duration of the Programme for the Beneficiary shall be the statutory duration of studies undertaken by him/her. Studies may be preceded by annual preparatory course. Studies or the preparatory course have to start in the 2020/21 academic year

In the case of applications for internships, semester studies or study visits, possessing an invitation from the host centre or confirmation of existing cooperation shall constitute a prerequisite for obtaining a scholarship.

### 1.3. Detailed objectives

Under the Programme, arrivals are authorized whose purpose may be:

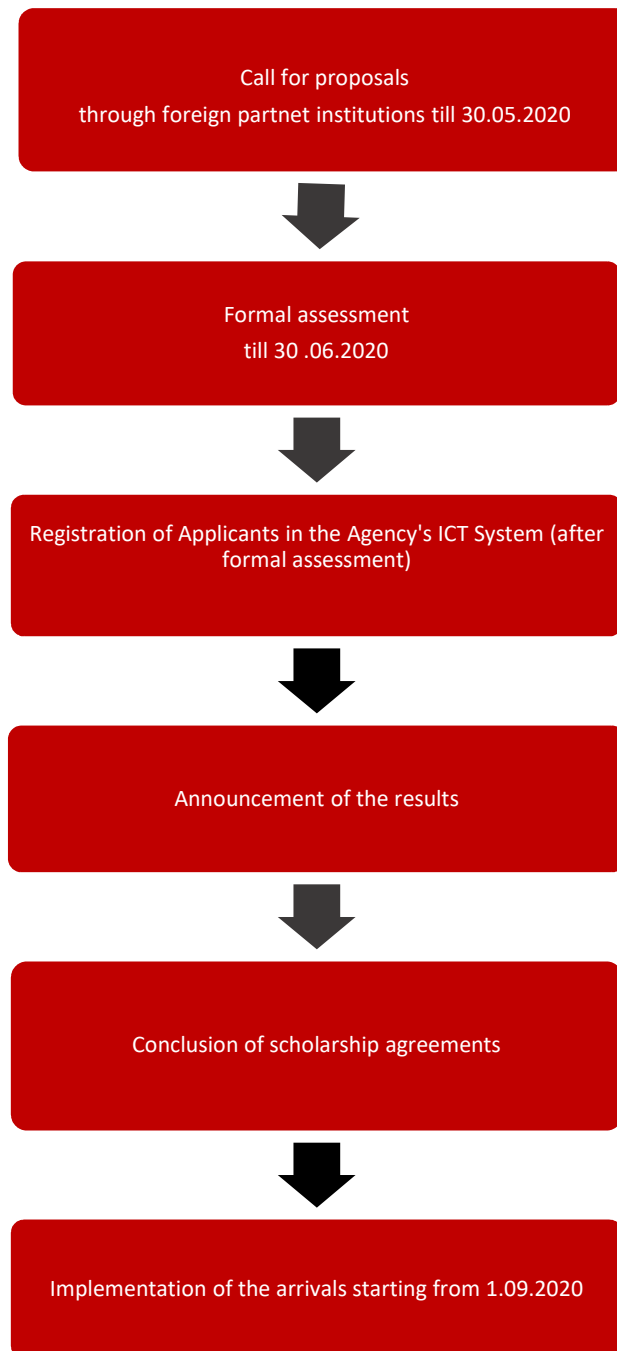
- 1) completing an academic internship;
- 2) semester studies;
- 3) completion of higher studies (first cycle, second cycle, long-cycle master's degree or education at doctoral school); higher education or education at doctoral school may be preceded by a preparatory course for studies;<sup>2</sup>
- 4) study visit;
- 5) obtaining materials for academic work;
- 6) conducting teaching activities in the host centre;
- 7) other form or forms of scientific or academic activity related to the completion of studies, a doctoral dissertation or academic work.

In the application, the Applicant shall describe one or more of the above activities, which he/she intends to implement in the Polish host centre, indicating their goals, significance for his/her studies or development of his/her scientific career and justifying the selection of the host centre for the planned activities. In the case of the application for internship, semester studies or study visit, the Applicant shall also enclose the invitation from the host centre, signed by the head of the unit, confirming the will to receive the scholarship holder for the requested period of time. In the case of application for full studies, the Applicant has to meet the recruitment requirements of the selected university. The final decision on admission shall be made by the host centre.

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<sup>2</sup> The preparatory course in Poland shall be held in the center indicated by NAWA and shall consist of two semesters of learning Polish language, profiled in terms of planned studies. For persons intending to take up full studies in Poland, completing the preparatory course is mandatory. Persons who have completed their previous stage of studies at a Polish secondary school or at a Polish university, as well as persons with a Certificate of Proficiency in Polish as a Foreign Language at least at B2 level, issued based on the Act of October 7<sup>th</sup>, 1999 on Polish Language (i.e. Journal of Laws of 2019, item 1480) are released from this obligation.

#### 1.4. Indicative Programme schedule



## 2. APPLICATION PROCEDURE

### 2.1. Eligible Applicants

The offer for incoming students and scientists applies to the following countries:

Armenia<sup>3</sup>, Belarus, Bulgaria, China, Croatia, Czech Republic, Egypt, Philippines<sup>4</sup>, France, Greece, Israel, Japan, Yemen, Kazakhstan, Northern Macedonia, Mexico, Romania, Serbia, Slovakia, Slovenia, Switzerland, Taiwan, Ukraine, Hungary, Vietnam, Italy.

**Note:** it is possible to extend the offer for incoming students and scientists if further international agreements and cooperation programs enter into force, or if bilateral cooperation with other countries will be launched. In the event of withdrawal of a partner country or Poland from a cooperation, the offer for incoming students and scientists may be cancelled also after the completion of the evaluation of applications.

Information on the above shall be placed immediately at: [www.nawa.gov.pl](http://www.nawa.gov.pl).

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

- 1) secondary school graduates who, at the start of the Programme (i.e. beginning of their education in Poland), hold a school-leaving certificate, giving them the right to study in the country of issue of the certificate in any field of studies and in any type of university, or
- 2) students at foreign universities, or
- 3) have the status of a doctoral student in a foreign system of higher education and science, or
- 4) are graduates of higher studies who obtained a diploma no earlier than within two years before the current recruitment and have the recommendation of their university – applying for admission to the next level of education, or
- 5) are employees of a foreign institution of science and higher education conducting research or teaching activities

**nominated by foreign partner institutions** under an applicable international agreement or bilateral cooperation.

The programme is open to students and university staff conducting research or teaching activities, representing all fields of science, unless the international agreement provides otherwise. One Applicant may submit only one application in a recruitment under the Programme.

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<sup>3</sup> Dependent on the conclusion of the new *Executive Program between the Government of the Republic of Poland and the Government of the Republic of Armenia in the field of culture, science and education*.

<sup>4</sup> Dependent on the position of the Philippine party.

In the case of application for internship, semester studies or study visits, the Applicant shall also enclose confirmation of knowledge of Polish language or a foreign language enabling communication with the foreign partner institution in Poland, at least at the B1 level.

The final decision on the acceptance of the candidates shall be made by the Polish host centre.

## 2.2. Time and form of submission of applications

The applications under the Programme shall be admitted until May 30<sup>th</sup>, 2020 in writing, **through foreign partner institutions in sending countries**, which shall nominate the Applicants. The date of receipt of the applications by the Agency shall be decisive.

Applications submitted individually, without the recommendation and intermediation of a foreign partner institution, shall be left without consideration.

A model application form is attached as Annex no. 1 to the Regulations.

## 2.3. List of required attachments to the application

The application should be accompanied by:

- 1) **secondary school graduates and other candidates applying for admission to first or second cycle studies or long-cycle master's studies in Poland:**
  - a) secondary school-leaving certificate, giving the right to study in the country of its issue in any field and at any type of university; in the case of persons who at the time of application are students of the last grade of high school - a list of grades for the last semester;
  - b) copy of the diploma or - in the case of persons who at the time of application are students of the last year of studies - transcript of grades from the completed course of studies (applies to candidates for second-cycle studies);
  - c) substantiation for choosing Poland as the country of studies (for candidates for first-cycle or long-cycle master's studies) or substantiation for choosing the host centre (for candidates for second-cycle studies);
- 2) **students applying for internship or semester studies:**
  - a) copy of the diploma or transcript of grades from previous studies;
  - b) student's CV with a maximum of 2 pages;

- c) the substantiation for the choice of the host centre;
- d) copy of confirmation of admission to the internship or studies by the Polish host centre;
- e) recommendation of a faculty member;

### 3) **doctoral students, faculty members and candidates for education at doctoral school**

- a) research plan describing the activities planned to be implemented in the host centre, together with the substantiation for the selection of the host centre;
- b) copy of the highest diploma obtained;
- c) CV of the candidate, including publications, ongoing research projects, internship abroad and the candidate's particular achievements - maximum 3 pages;
- d) copy of confirmation of admission to the internship or studies by the Polish host centre; (not applicable to candidates for doctoral education);
- e) recommendation of a faculty member (does not apply to persons with the doctoral degree or the title of professor).

The application shall be prepared in Polish or English, in two identical sets of documents. Annexes to the application may be prepared in the Polish or English language version. In the case of documents issued in other languages, their officially certified translation into Polish or English is required.

## 3. **PROCEDURE OF EVALUATION AND SELECTION OF APPLICATIONS**

### 3.1 **Applications assessment process**

Pursuant to the provisions of international agreements, **substantive assessment of the applications** is conducted by the sending party. On the Polish side, the applications submitted by the foreign partner shall be subject to formal assessment.

### 3.2 **Formal assessment**

The purpose of the formal assessment is verification of the application in terms of compliance with the formal criteria set out in these Regulations. During the formal assessment, the completeness of the application is analysed. The application is considered as complete, if all fields have been completed in accordance with these Regulations and all required annexes have been attached. Annexes have to meet the requirements specified in point 2.3 of these Regulations.

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

The following applications shall not be considered:

- 1) submitted after the deadline specified in the call for proposals<sup>5</sup>;
- 2) not meeting the formal requirements set out in the call for proposals for participation in the Programme.

Formal assessment of applications shall be carried out by NAWA employees.

### 3.3 Registration in the system

Applicants who undergo formal assessment are required to register in the Agency's ICT system available at: [www.nawa.gov.pl](http://www.nawa.gov.pl)

In the event of an incomplete or incorrect registration, the Applicant shall be invited via the Agency's ICT system to supplement or amend it **within 14 days from the date of sending the request**, with the instruction that failure to keep the deadline will result in leaving the application under the Programme without consideration.

It is the Applicant's responsibility to check whether the registration in the system has been completed correctly.

**Failure to register in the system within the specified deadline shall be treated as resignation by the Beneficiary from the stay in Poland under the Programme.**

### 3.4 Method of publishing information about the results of the call of proposals

After the formal assessment and registration in the NAWA system, the Agency proposes the Applicant to the academic host centre, which is authorized to make the decision on the admission of the

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<sup>5</sup> In the case of free places provided for within the limit, it is possible to submit the application after the deadline via the foreign partner institution, if the candidate has obtained a positive substantive assessment by the sending party.

candidates. After receiving information from the Polish host centre on the acceptance of the Applicants, the Director shall issues to the accepted persons:

- 1) Decision on granting funds - in the case of holders of scholarships of the host party;
- 2) information on the completion of the recruitment process - in the case of holders of scholarships of the sending party.

The above mentioned decisions shall be forwarded to Applicants through the foreign partner institution in writing.

### 3.5. Appeal procedure

According to art. 25 paragraph 2 of the PNAAE, the Applicant, after receiving information about leaving the application without consideration, may request the Director to reconsider the case in the event of formal violations when awarding the funds.

The request may only include reservations/objections to formal issues in the awarding process.

Submission of the request for reconsideration of the case for another reason shall result in the issuance of the decision stating inadmissibility of submission of the request.

The application for reconsideration of the case should be submitted to the Director within 14 days from the date of receipt of the decision or receipt of information on leaving the application without consideration, in writing to the address: Narodowa Agencja Wymiany Akademickiej, ul. Polna 40, 00-635 Warszawa, or electronically to the Agency's electronic incoming e-mail address in the form of an electronic document bearing a qualified electronic signature (a trusted signature, personal signature, or signature authenticated in a way that ensures the confirmation of the origin and integrity of the verified data in electronic form).

No request for reconsideration of the case against the decision of the host centre is possible.

## 4. SCHOLARSHIP AGREEMENT

The scholarship agreement with the Beneficiary qualified for the stay in Poland from the country with which Poland has an agreement providing for the payment of the scholarship by the host party shall be signed in a document form, on the basis of the final decision of the Director on granting funds under

the Programme, after the successful completion of the formal assessment procedure and after the candidate's approval by the Polish host centre, but no later than within 30 days from making the agreement available within the Agency's ICT system.

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

## **5. OBLIGATIONS OF THE SCHOLARSHIP HOLDER**

The Beneficiary shall be responsible for:

- 1) implementation, according to the application, of the studies' curriculum, teaching, scientific or other activity indicated in the application, on a continuous basis during the project implementation period, while the period of stay outside the host centre may not be longer than 1/5 of the time of the stay (including conferences, leaves, occasional travels and other absences);
- 2) possessing at least basic health insurance, including in particular covering the costs of treatment and transport to hospital, valid for the stay at the host centre; the Beneficiary who is a citizen of one of the EU Member States, if insured there, is required to possess at least the European Health Insurance Card;
- 3) timely submission of the interim report (if required) and the final report, together with the certificate from the host university that the stay has been completed.
- 4) informing NAWA about changes in project implementation;
- 5) informing NAWA about his/her scientific or didactic successes - both during the project and at the reporting and evaluation stage - including publications created during or as a result of the stay/grant applications/implementation projects, etc.
- 6) placing on all publications resulting from the implementation of the stay the full name of the Polish National Agency for Academic Exchange in Polish or English.
- 7) proper performance of the scholarship agreement.

## **6. RULES OF FINANCING**

### **6.1. Project implementation period**

The stay may be carried out for a period from 3 days to 12 months in a given academic year. The offer applies to stays that will take place in the 2020/2021 academic year<sup>6</sup>.

## 6.2. Payment rules

Payments for Beneficiaries staying in Poland under the rules of the host party's scholarship shall be transferred monthly **through the host centre**. Detailed funding conditions will be specified in the scholarship agreement concluded between the Beneficiary and the Agency.

Beneficiary:	monthly rate of the NAWA Director's scholarship
Students of: <ul style="list-style-type: none"> <li>• First-cycle studies,</li> <li>• 1st, 2nd and 3rd year of long-cycle master's studies</li> </ul>	1250 PLN
<ul style="list-style-type: none"> <li>• second-cycle students</li> <li>• students of 4th and 5th year of long-cycle master's studies</li> </ul>	1500 PLN
<ul style="list-style-type: none"> <li>• trainees with master's degree</li> </ul>	2200 PLN
<ul style="list-style-type: none"> <li>• doctoral students who started their education at the doctoral school after 1/10/2019.</li> </ul>	The rate specified in art. 209 of the act of July 20 <sup>th</sup> , 2018, the Higher Education Law
<ul style="list-style-type: none"> <li>• persons with doctoral degree</li> </ul>	3000 PLN

For participants of the preparatory course for studies, the following rates shall apply:

<ul style="list-style-type: none"> <li>• preparatory course for first cycle-studies and long-cycle master's studies</li> </ul>	1450 PLN
<ul style="list-style-type: none"> <li>• preparatory course for second-cycle studies</li> </ul>	1700 PLN

<sup>6</sup> If the provisions of a given agreement provide for admission to full studies in Poland, then the duration of the Programme for the Beneficiary shall be the statutory duration of studies undertaken by him/her. Studies may be preceded by an annual preparatory course. Studies or the preparatory course must start in the 2020/21 academic year.

• preparatory course for doctoral school education	2400 PLN
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In addition, full programme students in Poland are entitled to:

- 1) (in the first year of studies) the first monthly scholarship increased by PLN 500, intended to cover the costs of settlement in Poland (applies to persons who have not completed studies at a lower level in Poland)
- 2) (in the last year of studies) the last monthly scholarship increased by PLN 500, to cover the costs related to the preparation of the diploma thesis.

Under the Programme, Beneficiaries (participants of internships, studies and semester studies) are not entitled to any benefits other than those mentioned above.

In the case of persons doing scientific internships, in order to receive the full rate scholarship for a given month, the Beneficiary should stay in the host centre for at least 15 calendar days in a given month. For stays from 5 to 14 days in a given month, half of the scholarship rate shall be eligible. For stays of 1 to 4 days in a given month, the Director's scholarship for the given month shall not be eligible. This rule shall not apply to full studies students who are entitled to a full monthly scholarship rate for each commenced month of studies.

For stays shorter than 15 days with regard to persons with doctoral degree, the daily rate of PLN 350 shall apply.

### 6.3. Suspending the scholarship

The suspension of the scholarship may take place in the cases specified in the scholarship agreement, in particular in the event of NAWA receiving information about the interruption of the stay, conflict with the host centre (understood as a formal, written request from the host centre to NAWA, describing the situation and withdrawing consent to continue the Beneficiary's stay in the host centre or as starting a disciplinary procedure against the Beneficiary), repeating a year of studies and recurring gross irregularities in the implementation of the stay. After requesting the Beneficiary for clarifications and receiving satisfactory information, the financing of the stay may be resumed.

### 6.4. Termination of the scholarship agreement

Termination of the scholarship agreement may take place in justified cases by the mutual agreement of the parties or, in cases specified in the scholarship agreement, by notice (in particular, in the case of gross failure to comply with the provisions of the scholarship agreement) or when the Beneficiary has

been removed from the list of students, disciplinarily punished or convicted by a final court judgment for an intentional offence or intentional tax offense.

#### 6.5. Amending the scholarship agreement

The scholarship agreement may be amended in justified cases by mutual agreement of the parties. NAWA reserves the right to unilaterally notify changes to the agreement (annex) that will not have a significant impact on increasing the Beneficiary's obligations (e.g. organising amendments, rectification amendments, etc.), and the Beneficiary gives his/her consent to this.

### 7. SUBMITTING REPORTS AND THEIR VERIFICATION

Within 30 days from the end of the stay, the participant is required to submit to NAWA the report on the stay.

The students of full first-cycle, second-cycle or long-cycle master's studies, continuing their studies in the next academic year, are obliged to submit by September 30<sup>th</sup> each year the interim report in the form of a certificate containing the average grade for the last academic year and confirmation of qualification to the next year of studies.

Failure to submit the interim report may constitute the ground for suspending the scholarship.

Failure to submit the final report may constitute the basis for requesting the reimbursement of funds received and for preventing the Beneficiary from entering the next call for proposals under the Programme announced by NAWA.

For Beneficiaries receiving the NAWA Director scholarship, the interim and final reports templates constitute a part of the scholarship agreement.

### 8. EVALUATION

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

NAWA guarantees full confidentiality of opinions and information provided by the Beneficiary as part of the Programme evaluation and that the data obtained from the Beneficiary as part of the evaluation will not have any impact on the terms of payment of the scholarship awarded to him/her.

## **9. CHANGES TO THE REGULATIONS**

NAWA reserves the right to amend these Regulations, with the exception of changes resulting in unequal treatment of Applicants, unless the necessity to introduce such changes results from the generally applicable provisions of law. The introduced changes shall be effective from the moment of their publication, made in the same manner to the announcement of the call for proposals. Applications submitted before the publication of amendments to the Regulations (during the recruitment) shall require their re-submission by the Applicant if their provisions do not comply with the introduced changes. NAWA shall notify all applicants who have submitted their applications of such changes before their publication by sending relevant note. At the same time, NAWA reserves the right to amend the Regulations, which have structuring or specifying character, in order to correct obvious errors in the Regulations, without separate notification of the changes introduced, subject to publication of the content of the Regulations including the changes made, which shall also be the moment they will become effective.

NAWA reserves the right to cancel the recruitment, in particular in the event of significant changes in the law affecting the terms of recruitment, occurrence of force majeure, termination of an international agreement by a foreign partner, withdrawal of a foreign partner from bilateral cooperation or in other justified cases.

NAWA shall publish all information necessary for the proper conducting of the recruitment at: [www.nawa.gov.pl](http://www.nawa.gov.pl). It is recommended that persons interested in applying for funds under this call for proposals read the information posted on the above website.

## **10. PERSONAL DATA PROTECTION**

The Controller of the Applicants', Beneficiaries' and External Experts' personal data shall be the Agency.

The data shall be used to:

- 1) conduct the procedure of recruitment and evaluation of applications under the Programme,

- 2) select Beneficiaries and conclude scholarship agreements with them,
- 3) implement concluded scholarship agreements,
- 4) cooperate with NAWA and Programme participants after its implementation, including cooperation to promote the Programme.

Personal data may be transferred to NAWA employees, Experts, diplomatic missions, foreign partner institutions or representatives of the Host Centres in connection with the implementation of the above objectives.

Transmission of personal data to foreign academic centres located outside the European Economic Area (European Union Member States together with Iceland, Norway and Liechtenstein) shall take place on the basis of standard data protection clauses adopted or approved by the European Commission. The data subject has the right to receive a copy of the data transferred to foreign academic centres.

The legal basis for processing personal data constitutes art. 6 point 1 letter b and e of the General Data Protection Regulation (GDPR). The transfer of data is voluntary, but necessary to participate in the implementation of the Programme or the Application. Refusal to provide the data shall result in leaving the application without consideration or inability of a specific person to participate in the implementation of the Programme or the Application.

Personal data of the Applicants will be used for no more than two years after the recruitment process is completed. Personal data of Beneficiaries - will be used for no more than 25 years after the end of the Programme.

The data subject has the right to:

- 1) request from the Agency access to his/her personal data,
- 2) rectify, remove or limit the use of his/her personal data,
- 3) object to the use of his/her personal data,
- 4) transfer his/her personal data,
- 5) file a complaint to the supervisory body (the President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warszawa).

## **11. CONTACT WITH NAWA**

The contact person for the purposes of the Programme is:



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