

REGULATIONS OF THE POLISH NATIONAL AGENCY FOR ACADEMIC EXCHANGE

Programmes for natural persons taking up education

Warsaw, 15 February 2023

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I. GLOSSARY OF TERMS AND ABBREVIATIONS

- 1) **Agency** - the Polish National Agency for Academic Exchange;
- 2) **Director** - the Director of the Agency;
- 3) **Expert** - person who conducts substantive assessment of applications submitted under the call for proposals for participation in the Programme;
- 4) **Commission** - a team appointed by the Director to conduct substantive assessment within the scope indicated in the Announcement;
- 5) **Call for Proposals** - call for proposals for participation in the Programme;
- 6) **Announcement** - announcement of the call for proposals for participation in the Programme referred to in Art. 19 of PNAAE;
- 7) **Programme** - programme specified in the Announcement aimed at the implementation of the Agency's tasks;
- 8) **Regulations** - these Regulations for the Programmes for natural persons taking up education;
- 9) **System** - Agency's ICT system referred to in Art. 14 of PNAAE;
- 10) **Scholarship Holder** - person who has been awarded financing and with whom the Agreement has been concluded;
- 11) **Funds** - funds referred to in Art. 18 section 2 point 2 of PNAAE;
- 12) **University** - Polish research or academic centre in which the Scholarship Holder has taken up education;
- 13) **PNAAE** - the Act of 7 July 2017 on the Polish National Agency for Academic Exchange;
- 14) **HES** - the Act of 20 July 2018 on Higher Education and Science;
- 15) **PAS** - the Act of 30 April 2010 on the Polish Academy of Sciences;
- 16) **AR** – the Act of 9 November 2000 on Repatriation;
- 17) **Agreement** - agreement referred to in art. 26 of PNAAE;
- 18) **Application** – a form completed by the Applicant and submitted under the Call for Proposals via the Agency's ICT system;
- 19) **Applicant** - person who intends to submit or has submitted Application under the Call for Proposals;
- 20) **Evaluation Team** - team appointed by the Director to conduct substantive assessment of applications within the scope indicated in the Announcement.

II. GENERAL INFORMATION

1. How to use the Regulations

These Regulations specify the terms of the Call for proposals for participation in programmes addressed to natural persons.

Part I of the Regulations - Glossary of terms and abbreviations - contains useful definitions and references to relevant laws.

Part II contains general information on Programmes for natural persons, including information on persons authorized to submit applications and information common to all Programmes addressed to natural persons.

Parts III – VIII, similarly as parts I and II, describe the principles common to all Programmes for natural persons.

When determining any deadlines related to project dates or to implementation of activities, the provisions of the Polish Civil Code regarding the calculation of deadlines, i.e. art. 110 et seq. shall apply.

Detailed information on the call for proposals, including the deadlines and allocation of funds for the call, shall be published in the Announcement.

2. Eligible persons

The applicants may be natural persons who meet the requirements specified in the Announcement of the call for proposals for a given Programme, including:

- 1) students,
- 2) doctoral students,
- 3) participants of a preparatory courses for taking up education in Polish language,
- 4) persons who plan to take up education as students, doctoral students or participants of preparatory courses for taking up education in Polish language.

Detailed information on eligible Applicants under a given Programme can be found in the Announcement.

III. SUBMISSION OF THE APPLICATION FOR GRANTING FUNDS AND CONCLUSION OF THE CALL FOR PROPOSALS

1. Registration and use of the Agency's ICT system

Pursuant to Art. 14. of PNAAE the Agency operates the System in which the data necessary for issuing decisions on granting funds under the Agency's Programmes are processed. The scope, rules and terms of using the System are described in "the Regulations of the use of the Agency's ICT system".¹

For contacts with the Applicant, correspondence shall be conducted via the System.

Failure to comply with the indicated form of communication may result in leaving the documents submitted by the Applicant with the use of other means of communication without consideration. The Applicant shall be obliged to regularly check correspondence in the System after submitting the Application.

2. Submission of the application in the Agency's ICT system

In order to participate in the call for proposals under the Programme one should:

- 1) register an account in the System available at: <https://programs.nawa.gov.pl>;
- 2) submit the Application with the necessary attachments via the System.²

It shall be the responsibility of the Applicant to check whether the operation of submitting the application has been completed correctly.

All letters shall be delivered to the Applicant in the form of an electronic document to the e-mail address provided in the application. The Applicant shall be obliged to notify the Agency of any changes of the e-mail address to which the correspondence regarding the application should be sent.

3. General rules for submitting applications

By submitting the application, the Applicant accepts the terms and rules specified in the Announcement as well as in the Regulations and in the attachments.

The Agency reserves the right to cancel the call for proposals, in particular in the event of introducing significant changes to the provisions of law affecting the conditions of conducting the call for proposals, occurrence of force majeure or in other justified cases.

All information necessary for the proper conduct of the call for proposals shall be published by the Agency at: www.nawa.gov.pl.

The applicant shall be obliged to correctly fill in the application in accordance with the guidelines contained in the System, which specify in detail the scope of information necessary to be presented in each of the required fields of the application. Information of substantive character entered into the Application by the Applicant has to be entered in the fields designated for this purpose.

¹ Regulations are available at: https://nawa.gov.pl/images/users/629/Regulamin_st_NAWA_wazny_od_09.08.2019.pdf

² The above mentioned requirement shall not apply to the Applicant submitting the Application under a bilateral cooperation between the Republic of Poland and the sending country, where the call for proposals under the Programme shall be conducted within the dates specified in the Announcement in writing, through foreign partner institutions in the sending countries, which indicate the Applicants on the terms and conditions specified in the Announcement.

If the Applicant submits more applications than allowed by the rules of a given Programme (Announcement), only the last application submitted in the System within the time limit for submission shall be subject to assessment.

4. List of required attachments to the application

The required information in this regard shall be specified in the Announcement.

5. Assessment of the application

The rules for assessing applications shall be described for each Programme in the Announcement.

1. Formal assessment of the application

The purpose of the formal assessment is to verify the applications in terms of meeting the formal criteria indicated in the Announcement.

If necessary, the Agency may, once within a given scope, request the Applicant to provide additional documents or explanations. Information on the need to supplement/provide explanations to the application shall be sent by e-mail as a notification from the System to the Applicant's e-mail address.

Applications which do not meet the formal requirements set out in the Announcement shall not be considered.

2. Substantive assessment of the application (if applicable)

The purpose of the substantive assessment is to verify the applications in terms of meeting the quality criteria indicated in the Announcement.

Only applications which meet the formal criteria shall be submitted for substantive assessment.

The components and criteria of the assessment shall be specified in the Announcement. The substantive assessment shall be conducted on the basis of the criteria specific to a given Programme, described in the Announcement.

The names and surnames of External Experts who carry out substantive assessment under the Programme shall not be made available. The Agency shall publish annually the alphabetical list of External Experts participating in the assessment of applications in a given calendar year, jointly for all Programmes.

6. Conclusion of the call for proposals

As a result of the substantive assessment, the list of applications recommended for financing shall be prepared.

The Director shall make the decision granting or refusing to grant funds under the Programme, taking into account the list of applications recommended for funding, the objective of the Programme and the effective use of funds allocated for its implementation.

The decision to grant or to refuse granting funds under the Programme shall be sent to the Applicant in the System. The decisions of the Director of the Agency shall be delivered to the Applicant in the form of electronic document to the e-mail address provided in the application. The decisions of the Director of the Agency shall be signed with a qualified electronic signature.

The list of the Scholarship Holders, including their names and surnames, shall be published on the Agency's proprietary site in the Public Information Bulletin (BIP).

7. Appeal procedure

In the event of any formal violations in the allocation of funds, the Applicant may request the Director of the Agency to reconsider the case.

The request for reconsideration of the case may include reservations only as to formal issues in the process of granting funds, and not to the merits of the substantive assessment.

The request for reconsideration of the case should be submitted to the Director of the Agency within 14 days from the date of receipt of the decision, in writing to the following address:

Narodowa Agencja Wymiany Akademickiej
ul. Polna 40
00-635 Warszawa

or electronically to the Agency's Incoming Mailbox in the form of an electronic document bearing a qualified electronic signature (a trusted signature, a personal signature or a signature authenticated in a manner ensuring the possibility of confirming the origin and integrity of the verified data in electronic form).

In the course of proceedings, the Director examines:

- admissibility of the appeal (possibility to submit an appeal),
- submission of an appeal on time.

The inadmissibility of the appeal and the failure to meet the deadline for its appeal are stated by the Director in a decision which is final in this case.

If the appeal is admissible, i.e. it concerns formal violations when granting funds, the Director will review the decision issued in the first instance, i.e. will reconsider and resolve the case. In the course of activities related to the consideration of the application for reconsideration of the case, the person who previously participated in the issuance of the contested decision may not participate.

The decision stating the inadmissibility of submitting the application for reconsideration of the case or the decision of the Director issued as a result of reconsideration of the case, the Applicant may submit a

complaint to the Provincial Administrative Court in Warsaw, to the following address: Wojewódzki Sąd Administracyjny w Warszawie, ul Jasna 2/4 00-013 Warszawa.

IV. PROCEDURE OF CONCLUSION OF THE AGREEMENT WITH THE SCHOLARSHIP HOLDER

In the decision granting funds, the Agency shall specify the activities to be performed by the Applicant and the deadline for their performance.

Conclusion of the agreement with the Applicant shall take place on the basis of the decision of the Director of the Agency granting funds under the Programme, after the successful completion of the application assessment procedure.

The model Agreement constitutes an attachment to the Regulations.

The Agreement shall be made available to the Scholarship Holder in the System, of which the Scholarship Holder shall be informed in an e-mail sent to the e-mail address provided during registration in the System.

After receiving information that the Agreement has been made available, the obligations of the Scholarship Holder shall include:

- 1) supplementing and checking the correctness of the data contained in the Agreement, including address and bank details (if applicable), and in the event of any irregularities, reporting them to the Agency;
- 2) accepting the Agreement.

If the Applicant selected in the call for proposals fails to sign the Agreement with the Agency within the deadline, financing may be awarded to another Applicant who has received a positive substantive assessment.

Termination of the Agreement may take place in justified cases upon the parties' agreement or in cases specified in the financial agreement, including in the case of gross failure to comply with the provisions of the Agreement, ignoring signals calling for improvement of activities sent by the Agency, placing by the Scholarship Holder false information in the application in the call for proposals under the Programme, of which the Agency learns during the term of the Agreement and in the case of the Scholarship Holder's behaviour which goes beyond the legal or cultural norms of a given country.

V. PAYMENT RULES, RIGHTS AND OBLIGATIONS OF THE SCHOLARSHIP HOLDER AND REPORTING

1. Payment schedules under the Programmes

1. Funds shall be disbursed in the manner and on the terms specified in the Announcement.
2. The funds shall be granted for the period of the studies or the preparatory course indicated in the Announcement of the call for proposals under the Programme (i.e. for partial studies, for the duration of the preparatory course or the period of studies, i.e. for the number of semesters provided for in the studies' regulations) and in the amount specified in the Announcement.

The scholarship will be disbursed under the condition of realization of studies the Beneficiary was granted the scholarship for, according to the stipulations of the Announcement.

3. Payment of funds shall be made on a monthly basis, with the proviso that the payment may be

made no later than on 31 December of a given year, with compensation back from the first month in which the Scholarship Holder began education at the University.

4. Upon a justified request of a person with documented disability, the Director of the Agency may waive chosen programme rules with regard to such person, if compliance with such rules would be excessively difficult due to the type of the disability, and the deviation from a given rule shall contribute to ensuring for such person equal conditions for participation in the call for proposals or implementation of the Programme, as compared to other Programme beneficiaries.
5. Payment of funds shall be suspended if the Scholarship Holder:
 - 1) is on a student leave (or a justified break of a similar nature),
 - 2) stays outside the territory of the Republic of Poland continuously for more than 30 days, with the exception of being delegated on a trip by the university, e.g. under the EU Erasmus + programme.
6. Payment of funds may also be suspended in the circumstances specified in section 8 or in the case of administrative proceedings being held against the Scholarship Holder regarding his/her removal from the list of students.
7. After the reason for suspending the scholarship ceases to exist, the Scholarship Holder shall inform the Agency about this fact through the University.
8. The agreement with the Scholarship Holder may be terminated if the Scholarship Holder:
 - 1) has not taken up a given form of education;
 - 2) has failed the preparatory course;
 - 3) repeats a semester or a year of the studies
 - 4) has been removed from the list of participants of the preparatory course-or from the list of students by the University;
 - 5) has provided false information on the basis of which he/she was granted financing;
 - 6) has obtained Polish citizenship during the educational cycle;
 - 7) has been disciplinarily punished or convicted by a final court judgment for an offense committed intentionally or an intentional fiscal offense;
 - 8) is staying on the territory of the Republic of Poland illegally or has not presented a document confirming the legalization of his/her stay on the territory of the Republic of Poland at the request of the Agency or the University;
 - 9) does not have health insurance or has not presented relevant document at the request of the Agency or the University;
 - 10) has not submitted or corrected the report,
 - 11) has breached material provisions of these Regulations, of the Announcement or the agreement other than those mentioned above.
9. If the right to obtain the scholarship is withdrawn due to the Scholarship Holder repeating a year or a semester, it shall be the responsibility of the University to define the financial conditions for his/her admission to the continuation of the preparatory course or studies. The Scholarship Holder may continue education on the terms providing for the lack of tuition fees and without the scholarship, if the University agrees to it.

2. General rules of financial settlement

The Scholarship Holder shall be responsible for the timely settlement of his/her educational course by submitting reports and other documents indicated in the Announcement to the Agency.

Reports shall be submitted electronically via the System using electronic forms prepared and made available by the Agency, unless the Agency indicates another form of submitting the report.

Reports shall be submitted on the terms and conditions specified in the Announcement.

A correctly prepared report shall be subject to verification and approval in terms of its compliance with the Announcement and the agreement. The Agency may decide to subject the report to Experts' assessment.

In the event of submitting an incorrectly prepared report or submitting an incomplete report, the Scholarship Holder shall be obliged to correct or complete the report within 14 days from the date of receiving information in the System about the need to correct or complete the report. In this case, the lapse of the time limit for its assessment shall be suspended.

Failure to submit the report within the indicated deadline or failure to complete or correct it within the indicated deadline may constitute grounds for suspending the payment of funds as well as may constitute the basis for requesting the Scholarship Holder to return the received funds.

The Scholarship Holder may not receive other scholarships related to the implementation of a given form of education³ during the term of the agreement, except for the benefits referred to in HES and related to the implementation of the EU Erasmus + programme.

3. Rights and obligations of the Scholarship Holder

The Scholarship Holder undertakes in particular to:

- 1) provide the Agency with a certificate issued by the university confirming admission to the studies in a given field and with the indication of the period of studies implementation, within 14 days from the date of admission to the studies (if applicable);
- 2) submit the decision of the Director of the Agency to the University within 30 days from the date of its delivery to the Applicant (if applicable);
- 3) legalize his/her stay in the Republic of Poland and present, at the request of the Agency or the University, a document confirming the legalization of stay in the territory of the Republic of Poland;
- 4) regularly attend classes provided for in the curriculum of the preparatory course or the studies;
- 5) comply with the provisions of these Regulations, the Announcement and the Agreement as well as the rules for the implementation of the preparatory course or studies in accordance with the provisions in force at the University conducting the course or the studies;
- 6) timely submit reports;
- 7) participate in events organized by the Agency;
- 8) possess health insurance, i.e.:

³ The given form of education means Studies – no matter which level is, education in doctoral schools, postgraduate studies, specialist education and other forms of education.

- a) health insurance policy or the European Health Insurance Card for a given academic year, or
 - b) universal health insurance within the meaning of the provisions of the Act of 27 August 2004 on Health Care Services Financed from Public Funds, or
 - c) confirmation that the insurer covers the costs of treatment in the territory of the Republic of Poland,
- and present, at the request of the Agency or the University, a document confirming the possession of the insurance;
- 9) inform the Agency about any occurrences and situations which may affect the implementation of the Programme by the Scholarship Holder, including, inter alia, obtaining a student leave.

2. Scholarship Holders applying for the full cycle of education shall be additionally required to:

- 1) select studies and participate in the recruitment for the studies at the selected university;
- 2) get acquainted with the rules and schedule of the recruitment for the studies in force at the university of his/her choice and in the field of study of his/her choice, in particular checking if there are any additional examinations.

The full list of universities, fields of study, levels and forms of education and obtained professional titles is available in the Pol-on system at: www.polon.nauka.gov.pl. Information on the fields of study (offered by Polish universities) is available at: www.wybierzstudia.nauka.gov.pl;

- 3) check whether the universities operate the system of electronic registration of candidates. Applicants for studies under the Programme should register in the university's internet systems within the time limits required by the university on the terms provided for foreigners as well as on the terms of the scholarship of the NAWA Director (Scholarship Holders attending a preparatory course should take part in recruitment for studies at a selected university during the course).

In addition, the Agency informs that

- 4) Decisions on admitting candidates to studies shall be made by the Universities;
- 5) Non-public universities shall define the financial terms of education;
- 6) The Agency shall not refund registration fees.

3. The Scholarship Holder has the right to:

- 1) receiving a scholarship in accordance with the Announcement;
- 2) change the field of study;
- 3) change the university where the Scholarship Holder plans to start studies or is studying.

	Before starting the studies	After starting the studies
Change of the field of studies, referred to in section 3 point 2	The change is allowed, provided that the chosen field of study meets the criteria indicated in the Announcement of the call for	The applicant shall be obliged to obtain the Agency's approval to change the field of study, unless the Announcement states otherwise.

	proposals under the Programme. The change shall not require the Agency's approval.	
Change of the university referred to in section 3 point 3	The change is allowed as long as the selected university meets the criteria set out in the Announcement of the call for proposals under the Programme. The change shall not require the Agency's approval.	The applicant shall be obliged to obtain the approval of the Agency to change the university, unless the Announcement states otherwise.

Decisions on the possibility of changing the university or the field of study outside relevant field of science shall be made by the Director, who may refer to the opinion of the Evaluation Team.

VI. EVALUATION

The Scholarship Holder shall be obliged to participate in the Programme evaluation conducted by the Agency. Participation in the evaluation shall include:

- 1) filling in the evaluation questionnaire by the Scholarship Holder regarding his/her stay at the studies under the Programme within the time limit applicable to the report for the last reporting period;
- 2) if the Scholarship Holder participates in the annual preparatory course: filling in the evaluation questionnaire by the Scholarship Holder regarding the completed course within 30 days from the end of the participation in the course;
- 3) participation in separate evaluation studies conducted by the Agency or with its consent in the period from the date of signing the Agreement until 5 years after the end of the agreement implementation.

Evaluation questionnaires mentioned in point 1 and 2 above, shall be made available to the Scholarship Holder by the Agency online, outside the System; information about the questionnaire together with the link to it shall be sent by e-mail from the address: ewaluacja@nawa.gov.pl to the e-mail address of the Scholarship Holder.

The Scholarship Holder shall be also obliged to participate in evaluation studies conducted by the Ministry of Education and Science or by the Ministry of Foreign Affairs on the terms specified by the entity conducting the study in the period from the date of signing the Agreement until 5 years after the end of the Programme implementation.

VII. PERSONAL DATA PROCESSING

The Controller of personal data (within the meaning of the General Data Protection Regulation) of Experts, Guardians, Scholarship Holders, Applicants, University representatives and other persons involved in the implementation of the Programme shall be the Agency.⁴

The data shall be used for the following purposes:

- 1) implementation of the Programme (legal basis - Article 6 (1) (e) of GDPR) - "tasks carried out in the public interest";
- 2) implementation of agreements concluded as part of the Programme (legal basis - Article 6 (1) (b) of GDPR - "performance of agreement";
- 3) fulfilment of the Agency's legal obligations related to the Programme, e.g. keeping accounting records (legal basis - Article 6 (1) (c) of GDPR) - "legal obligation";
- 4) investigation or defence against possible claims related to the Programme or in connection with the need to prove certain facts which are of significant importance to the Agency in this regard (legal basis - Article 6 (1)(f) of GDPR) - "legitimate interest"; deadlines for pursuing claims under the agreement are specified in detail in the Polish Civil Code,
- 5) carrying out promotional activities under the Programme (legal basis - Article 6 (1) (f) of GDPR) - "legitimate interest".

The provision of the data shall be voluntary, but necessary for participation in the Programme and in the implementation of other Agency's objectives. Refusal to provide the data may result in the inability to participate in the Programme and the inability to implement other above-mentioned objectives of the Agency. The data shall not be used to make decisions based solely on the automated processing of personal data, including profiling within the meaning of art. 22 of GDPR.

The data shall be used for the period necessary to implement the above-mentioned purposes, i.e. in particular:

- 1) for the duration of the Programme,
- 2) for the period of considering the applications or until they are removed from the System by the persons submitting the application (data of persons whose applications were not approved for financing),
- 3) for the period resulting from legal provisions (data which the Agency has to store in accordance with the applicable provisions of law, e.g. accounting data),
- 4) for the period of making any other necessary settlements (data of all persons involved in the implementation of the Programme),
- 5) for the period of implementing promotional activities under the Programme.

The data subject may submit a request to the Agency for:

- 1) access to his/her personal data (information on personal data being processed and a copy of the data),
- 2) rectification of his/her data (if they are incorrect) and data transfer (in cases specified in GDPR),
- 3) deletion or limitation of the processing of his/her personal data

⁴ Within the scope referred to in Art. 14 of PNAAE, the Controller shall be the Director.

– on the terms set out in GDPR.

Regardless of the rights listed above, the data subject may object to the processing of his/her data at any time, if the legal basis for the use of data constitute:

- 1) legitimate interest (Article 6 (1) (f) of GDPR) or
- 2) tasks carried out in the public interest (Article 6 (1) (e) of GDPR).

The data subject shall also have the right to lodge a complaint with the Head of the Personal Data Protection Office, if it is found that the processing of personal data violates the law.

Subject to all data security guarantees, the data may be transferred - apart from persons authorized by the Controller - to other entities, including:

- 1) entities involved in the implementation of the Programme,
- 2) entities authorized to receive it in accordance with the provisions of law,
- 3) entities processing it on behalf of the Agency (e.g. technical services providers and advisory services providers) and
- 4) other controllers (e.g. notary or legal offices).

In the case of transferring personal data outside the European Economic Area, it shall be carried out in accordance with the requirements set out in Chapter V of the GDPR.

In matters related to personal data protection, please contact the Agency's Data Protection Officer (DPO): odo@nawa.gov.pl.

VIII. CHANGES TO THE REGULATIONS

The Agency reserves the right to change these Regulations. The introduced changes shall be effective from the moment of their publication.

Applications submitted before the publication of the changes to the Regulations have to be resubmitted by the Applicant if their provisions are inconsistent with the introduced changes. The Agency shall notify all Applicants who submitted their applications before the publication of the changes to the Regulations by sending information via the System or via e-mail to the Applicants' addresses.

Changes of an ordering and clarifying nature as well as those introduced in order to correct obvious mistakes in the Regulations shall not require separate notification of their introduction, subject to publication of the content of such changes.

In the event of circumstances limiting the possibility of implementing the Programme, in particular resulting from force majeure or conducting classes within the studies or the preparatory course in a remote formula, the Agency reserves the right to change the rules of the Programme and the amount of the Scholarship rates.

IX. CONTACT WITH THE AGENCY

Narodowa Agencja Wymiany Akademickiej

ul. Polna 40

00-635 Warszawa

Telephone: +48 22 390 35 00

Fax: +48 22 826 28 23

<https://nawa.gov.pl/kontakt>

X. ATTACHMENTS

- 1) Model Agreement



**ANNOUNCEMENT OF A CALL FOR APPLICATIONS FOR PARTICIPATION IN THE
ZAWACKA NAWA PROGRAMME
No. 3 of 23 January 2024**

I. SCOPE OF THE CALL

Pursuant to Article 19 section 1 of the Act on the Polish National Agency for Academic Exchange (hereinafter referred to as the “Agency”) of July 7, 2017, the Director of the Polish National Agency for Academic Exchange announces the call for applications for participation in the Zawacka Programme of the Polish National Agency for Academic Exchange - incoming offer for the academic year 2024/2025 (hereinafter referred to as the “Programme”).

II. PROGRAM DESCRIPTION

2.1 Aim of the Programme

The aim of the Programme is to deepen international academic cooperation through the arrival of students, doctoral students, academic teachers and scientists to Polish higher education and science institutions, pursuant to international agreements concluded between Poland and the partner countries indicated in the announcement. The stays will also allow improving the competences of participating representatives of the academic community.

The programme is implemented in cooperation with institutions from countries covered by the agreements, hereinafter referred to as partner institutions.

The list of countries with which cooperation is carried out, along with a description of the available forms of stay in Poland, information about the country paying the scholarship and contact details of the partner institution is attached as Appendix 1 to the Announcement.

2.2 Eligible Applicants

The offer presented in Appendix 1 to the Announcement may change if subsequent international agreements and cooperation programmes enter into force, the Republic of Poland undertakes bilateral cooperation with other countries or the Agency receives a scholarship offer through diplomatic channels.

Moreover, if the partner country withdraws from cooperation, the incoming offer may be withdrawn, also after assessment of applications is completed.

The following may apply for participation in the Programme:

- a) secondary school graduates who, at the time of starting their education in Poland, have a school leaving certificate, giving them the right to undertake studies in the country of issue of the certificate in any field and type of university;
- b) students;
- c) university graduates applying for admission to the next level of education who obtained a diploma no earlier than 2022;
- d) people with the status of a doctoral student in accordance with the principles of the higher education and science system of their country;
- e) scientists and academic teachers conducting research or teaching in a country participating in the Programme, who are not employed in a Polish institution of the higher education and science system.

2.3 Thematic scope of activities implemented under the Programme

Type of possible scholarship stays should be checked in the offer of a given country, as attached in the Appendix 1 to the Announcement.

Visits are eligible under the Programme for the following purposes:

- a) completing full or part-time studies¹ at universities supervised by the Minister of Science and Higher Education;
- b) education at a doctoral school;
- c) scientific stay, e.g.: scientific internship, study visits, obtaining materials for scientific work, conducting teaching classes at the host center, other forms of scientific or academic activity related to the implementation of studies, doctoral thesis or scientific work.

The programme is open to students, doctoral students and employees of universities and research institutes representing all fields of science, unless a given international agreement provides otherwise.

In the application, the applicant presents one or more activities that they intend to implement in the Polish host center. They indicate their goals, importance for the undertaken studies or development of a scientific career, and justify the choice of the host center for the planned activities.

¹ If the provisions of a given agreement provide for admission to a full cycle of education for first-cycle studies, second-cycle studies, uniform master's studies or for education at a doctoral school in Poland, then the duration of the Scholarship Holder Programme is the statutory duration of the undertaken education cycle in Poland. Studies may be preceded by a one-year preparatory course in Polish.

The available forms of activities to be carried out during your stay in Poland are described in Appendix 1 to the Announcement.

2.4 Deadlines and other conditions for submitting an application

1) People interested in participating in the Programme submit applications to partner institutions in their countries in accordance with their rules and deadlines.²

The list of countries from which you can come under the Programme, along with a description of the available forms of stay in Poland, information about the country paying the scholarship and contact details of the partner institution is attached in the Appendix 1 to the Announcement.

2) Foreign partner institutions shall submit lists of recommended candidates to the Agency by April 30, 2024 (hereinafter referred to as "the applicant").

The list of applicants from a given country should contain the following data:

- a) name;
- b) surname;
- c) gender;
- d) date of birth;
- e) applicant's e-mail address;
- f) the hosting center in Poland where the applicant intends to stay;³
- g) form of residence for which the applicant is applying.

3) After receiving lists from foreign partner institutions, the Polish National Agency for Academic Exchange will provide applicants with information on the method and date of registration (submitting an application) in the Agency's IT System.

Information on how to register for people interested in coming from Germany:

People from Germany interested in coming to Poland should apply individually to the Agency, by e-mail, to the following address: wymiana@nawa.gov.pl, by April 30, 2024. The Agency will

² The rules described in point 2.4, subsections 1.-3. do not apply to candidates from Germany.

³ Does not apply to applicants - recommended candidates for a full education cycle, preceded by a preparatory course in Polish.

verify the submitted applications⁴ and will invite applicants to register in the Agency's IT System.

4) Recruitment of participants for selected forms of stay

a) a full cycle of education at first and second-cycle studies; single Master studies and education at a doctoral school.

Applicants applying for a scholarship for full first-cycle, second-cycle studies, single Master studies and doctoral school education take part in the recruitment process at the university of their choice. Universities in Poland have an electronic candidate registration system. Persons applying for studies under scholarship conditions should register in the universities' online systems within the deadlines required by them under the rules applicable to foreigners.

The Polish National Agency for Academic Exchange does not take part in recruiting the Applicants for university studies. The Applicants individually and independently participate in recruitment at a chosen university regardless of submitted application in the Programme. If studies are preceded by a one-year preparatory course, Applicants complete the course at a center indicated by the Polish National Agency for Academic Exchange. Assignment to centers offering a preparatory course depends in particular on the field of planned studies and the availability of places in the centers.

Scholarship holders participate in recruitment for studies during the course, on the dates indicated by the selected university.

b) research stays and part-time studies

Applicants contact host centers themselves to confirm the possibility of implementing the selected form of stay.

The final decision on accepting the applicant for a given form of stay is made by the hosting centers (does not apply to preparatory courses).

Application submission deadline	Applicants register (submit applications) in the Agency's IT System within the deadline specified in the message from the Agency sent electronically, but no later than September 30, 2024. ⁵
Form of	Only in electronic form in the Agency's IT system, //COMPLETE THE

⁴ In accordance with the provisions of the cooperation agreement between the Agency and DAAD

⁵ The Agency will contact applicants using the e-mail addresses provided by foreign partner institutions.

submitting an application	APPLICATION//
Language in which the application must be developed	The application must be completed in Polish or English. Appendices should be submitted in Polish or English. Other language versions must be translated into one of the above languages. It is allowed to submit a copy of a doctoral diploma in Latin.
Maximum number of applications an applicant can submit	An applicant may submit only one application in a given call under the Programme. If more than one application are submitted, the application submitted last in the recruitment process will be assessed.

2.5 Implementation time frame

Start date and project implementation period	<p>The offer under the Programme applies to arrivals starting in the academic year 2024/2025. The permissible length of stay in Poland is specified in Appendix 1 to the Announcement.</p> <p>The stay should be continuous. By way of derogation from the above rule, after starting your stay in Poland, the permissible period of stay outside the host facility may be no longer than 1/5 of the entire stay.⁶</p>
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2.6 Submitting the application

<p>The application submitted in the Agency's IT system should be accompanied by:</p> <p>1) applicants applying for admission to a full cycle of education at first-cycle, second-cycle studies or uniform master's studies in Poland (studies may be preceded by a one-year preparatory course):</p> <ul style="list-style-type: none"> a) a secondary school leaving certificate, giving the right to undertake first-cycle studies in the country of its issue in any field and type of university. For people who, at the time of application, are students of the last year of secondary school - a list of grades for the last semester of study; b) a copy of the first-cycle studies diploma giving the right to undertake second-cycle studies. For people who, at the time of applying, are students of the last year of first-cycle studies - a transcript of grades from their previous studies. 	
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⁶ Applies to people coming for part-time studies and research stays

2) applicants applying for admission to part-time studies:

- a) a copy of the diploma or a transcript of grades from the previous course of study;
- b) CV no longer than 2 pages (in the case of a longer CV, the first 2 pages will be taken into account);
- c) cover letter (justification for choosing the host center in Poland);
- d) a copy of confirmation of admission to part-time studies by the Polish host center (or invitation);
- e) a recommendation of an academic teacher from the home university;
- f) a confirmation of knowledge of Polish or a foreign language (at least B1 level), enabling communication with the host center in Poland.

3) applicants planning studies at a doctoral school or research stays:

- a) a research plan describing the activities planned to be carried out in the Polish host center, along with a justification for the selection made;
- b) a copy of the highest diploma obtained;
- c) CV of the applicant, including publications, ongoing research projects, foreign internships and special achievements of the applicant - max. 3 pages (in the case of a longer CV, the first 3 pages will be taken into account);
- d) a copy of a confirmation of admission to the type of stay for which the applicant is applying (or invitation) issued by the Polish host center (does not apply to applicants planning education at a doctoral school who start their stay by participating in preparatory courses in Polish);
- e) a recommendation of an independent researcher (does not apply to people with the degree of Ph.D. or the title of professor).
- f) a confirmation of knowledge of Polish or a foreign language (at least B1 level), enabling communication with the host center in Poland.

2.7 Procedure for assessing and selecting applications for funding

General assumptions	Applications submitted in the Polish National Agency for Academic Exchange IT System are subject to formal assessment.
Formal assessment	Formal assessment criteria: 1. Application by a foreign partner institution from the applicant's country; ⁷

⁷ Does not apply to applicants from Germany

	<p>2. Compatibility of the application and the offer for the applicant's country;</p> <p>3. Registration - submitting an application⁸ with all required attachments described in point 2.6.</p> <p>The purpose of the formal assessment is to verify applications in terms of meeting the formal criteria indicated in the Announcement.</p> <p>Applications are verified in terms of the limits of places, types and length of stays indicated in Appendix 1.</p>
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2.8 Project budget

The source of financing for the stay depends **on the provisions of the agreement pursuant to which bilateral international cooperation takes place**. If the agreement provides for the payment of funds by a foreign partner, the scholarship is paid by and on the terms of the sending party.

In the current recruitment the Agency will pay scholarships to people coming from North Macedonia, Moldova and Serbia.

If the agreement provides for **the payment of funds by the Agency**, the scholarship is paid monthly for the duration of the scholarship holder's stay in Poland.

If the agreement provides for the payment of funds by the Agency (receiving party), the scholarship is paid through the university where the Scholarship Holder is studying/carrying out a research stay, in the amount indicated in the table below:

SCHOLARSHIP RATES

Scholarship holders:	Monthly rate in PLN
<ul style="list-style-type: none"> participants of the preparatory course for studies 	1800
<ul style="list-style-type: none"> students 	1800

⁸ In the Agency's IT system

<ul style="list-style-type: none"> • doctoral students studying at the doctoral school 	In accordance with the amount of the scholarship in doctoral schools resulting from Article 209 of the Act on Higher Education and Science of July 20, 2018 (hereinafter referred to as the Act on Higher Education and Science) and the Regulation of the Minister of Education and Science of January 2, 2023 amending the regulation on the amount of the minimum monthly basic salary for a professor at a public university.
<ul style="list-style-type: none"> • doctoral students for research stays 	2500
<ul style="list-style-type: none"> • doctoral degree holders 	3500

For students, the scholarship of the Director of the Polish National Agency for Academic Exchange also includes exemption from fees for education at preparatory courses or at public universities supervised by the Minister of Science and Higher Education.

Full and part-time studies

For people participating in a preparatory course for studies and in the case of students of: first-cycle, second-cycle and long-cycle master's studies, the scholarship is paid **for a maximum of 10 months in an academic year, depending on the length of stay**, starting from the first month of classes on the preparatory course or studies.

If education begins in the summer semester or ends in the winter semester, the scholarship is paid accordingly for a maximum of 5 months in the academic year.

The scholarship is paid during the statutory period of education in a given study program (full studies) or during the period of education in Poland for part-time studies.

Costs of participation in preparatory courses in Polish and education are covered by the Polish party.

Education at a doctoral school

For doctoral students studying at a doctoral school, the scholarship is paid for a maximum of 12 months in an academic year.

Research stays

To receive the full monthly scholarship rate, a Scholarship Holder must stay at the host facility

for at least 15 days within a period of 30 consecutive days⁹. If the stay lasts less than 15 days, then a Scholarship Holder is entitled to a payment amounting for a half of the scholarship rate. The program implementation cannot be combined with financing in the form of a scholarship from other sources, including a scholarship from the EU Erasmus+ program.

2.9 Amount of funds available in the Call

The total allocation for the recruitment is PLN 3,375,000, and the Agency reserves the right to change the allocation of funds.

2.10 Additional information

Scholarship agreement

The scholarship agreement with the scholarship holder **to whom the scholarship is paid by the Agency** is concluded after a positive formal assessment of the application and the acceptance of the candidate by the Polish host center and after the final decision of the Agency Director to grant financial resources. The scholarship agreement is signed in the Agency's IT system. The scholarship holder has 30 days to sign it, from the date the agreement is made available in the Agency's IT system.

If a scholarship holder is qualified to come to Poland from a country with which the agreement provides for **the payment of the scholarship by the sending party**, they may be obliged by the foreign partner institution to sign a scholarship agreement, the content of it is specified in the regulations of the sending country.

Submitting reports and verifying them

Within 30 days of the end of the stay, a scholarship holder receiving an Agency scholarship is obliged to post a report on the stay in the Agency's ICT System.

Students of full first-cycle, second-cycle or long-cycle Master's studies who continue their studies in the next academic year are obliged to submit part-time (annual) reports by September 30 of each year. They take the form of a certificate from the host institution containing the average grade for the completed academic year and a confirmation of enrollment in the next year of studies. Failure to submit the report may constitute grounds for withholding the scholarship payment.

⁹ Monthly deadlines are calculated in accordance with Article 114 of the Civil Code

Students are also required to submit a final report. Failure to submit the final report may constitute the basis for requesting the return of the funds received and preventing the scholarship holder from participating in the next recruitment process for the Programmes announced by the Agency.

Rights and obligations of the programme Scholarship Holders

Duties of the scholarship holders include the implementation, in accordance with the application, of the study programme, scientific, teaching or other activity indicated in the application, on a continuous basis during the stay.

Duties of a scholarship holder who **receives the Agency scholarship** include:

- 1) timely submission of the final report, along with a certificate from the host facility confirming the completion of the stay. In the case of university education, also annual reports.
- 2) immediately informing the Agency about changes in the implementation of the project;
- 3) informing the Agency about their scientific and teaching successes - both during the project and at the reporting and evaluation stage - including publications, obtained grant applications/implementation projects, etc.;
- 4) including the full name of the Agency (Polish National Agency for Academic Exchange) in Polish or English on all publications resulting from the stay;
- 5) proper execution of the scholarship agreement.

Duties of the scholarship holders who **do not receive the Agency scholarship** and whose education is financed by the Polish party include submitting a final report in the Agency's ICT system.

2.11 Planned date of announcing results of the Recruitment

Recruitment results will be announced by December 31, 2024.

2.12 Source of financing for the Program

State budget

III. APPENDICES

- 1) List of countries with which cooperation is carried out, along with a description of the available forms of stay under the Programme and contact details of partner institutions;



NARODOWA AGENCJA
WYMIANY AKADEMICKIEJ

- 2) REGULATIONS OF THE POLISH NATIONAL AGENCY FOR ACADEMIC EXCHANGE
Programmes for natural persons undertaking education of February 15, 2023;
- 3) REGULATIONS OF THE POLISH NATIONAL AGENCY FOR ACADEMIC EXCHANGE
Programmes for natural persons of August 8, 2022.

IV. CONTACT THE AGENCY

Coordinator at the Polish National Agency for Academic Exchange
Department of Programmes for Students
Bilateral Programmes Unit

For additional information, please contact (working days, from 9:00 a.m. to 4:00 p.m.):

e-mail: wymiana@nawa.gov.pl

telephone number:

+48 451 058 639

+48 451 058 635

The Polish National Agency for Academic Exchange

Polna 40

00-635 Warsaw

Telephone number:

22 390 35 00

www.nawa.gov.pl

Appendix 1. List of countries with which cooperation is carried out, along with a description of the available forms of stay under the Programme and contact details of partner institutions

The offer presented in Appendix 1 to the Announcement may change if subsequent international agreements and cooperation programmes enter into force, the Republic of Poland undertakes bilateral cooperation with other countries or the Agency receives a scholarship offer through diplomatic channels.

Moreover, if a partner country withdraws from cooperation, the incoming offer may be withdrawn, also after evaluation of applications being completed. Information about the above will appear immediately on www.nawa.gov.pl.

The Polish National Agency for Academic Exchange reserves the right to change the current offer without the need to change the Announcement.

**Limits of scholarship places and financial conditions, under the Zawacka Polish National Agency for Academic Exchange program - incoming offer for the academic year 2024/2025
(alphabetically divided into countries)**

Bulgaria. Scholarships are paid by the Bulgarian party. (The program is valid until the end of 2023.)

- Students for education within an annual limit of up to 24 months, with a minimum stay of one semester;
- 5 places for Polish philology students for one semester;
- Internships for academic teachers with a total limit of 10 months;
- PhD students for study stays with a total annual limit of up to 10 months.

Contact to the partner institution: sofia@instytutpolski.pl

China. Scholarships are paid by the Chinese party.

- 40 places for one-year studies or research internships for bachelor's, engineering, master's, doctoral students and trainees (including academic teachers), including people continuing their education.

Contact to the partner institution:

Embassy of China in Warsaw, Mr Zhang Yuchuan (Second Secretary); Mr. Yi Jun (Counselor for Education), (+48) 22 831 38 36, (+48) 22 635 42 11, education@chinaembassy.org.pl

Croatia. Scholarships are paid by the Polish party.

- Semester studies – 4 places for students

Contact to the partner institution:

Partner institution: Agency for Mobility and EU Programs: bilateral: bilaterala@ampeu.hu

The Czech Republic. Scholarships are paid by the Czech party.

- Students of bachelor's, master's and doctoral studies for study and research stays with a total limit of up to 80 months per year (length of stay from 2 to 10 months), of which 40 months are reserved for students of Polish philology studying at Czech higher education institutions. The length of each individual stay may range from 2 to 10 months. Academic teachers for study and research stays with a total annual limit of up to 70 months (stay length from 1 to 7 months).

Contact to the partner institution: Ministry of Education, Youth and Sport: <https://www.msmt.cz/>

Egypt. Scholarships are paid by the Egyptian party.

- 120 months of scholarships for scientific and research internships for students and PhD students in various fields of science carried out at Polish universities and scientific institutions.

Contact to the partner institution: Ministry of Higher Education: undergraduatw@study-in-egypt.gov.eg; postgraduate@study-in-egypt.gov.eg; Consular and Polish Diaspora Section of the Embassy of the Republic of Poland in Cairo: maciej.zajdel@msz.gov.pl

France. Scholarships are paid by the Polish party.

- 200 months of scholarships for research internships and study stays (including 60 months for double diplomas and co-tutelle programs).

Contact to the partner institution:

Embassy of the Republic of Poland in Paris: Maksymilian.Liszewski@msz.gov.pl, paryz.amb.sekretariat@msz.gov.pl

Germany. Scholarships are paid by the Polish party.

- students for semester stays
- PhD students for research stays lasting from 1 to 9 months
- scientists and academic teachers for research stays lasting from 1 to 9 months

Contact: Polish National Agency for Academic Exchange, Emil Wojtaluk, 22 390 35 13, wymiana@nawa.gov.pl

Greece. Scholarships are paid by the Polish party.

- up to 10 academic teachers, research workers or doctoral students for a maximum of 7-day research stays.

Contact to the partner institution: Department of Student Affairs and Scholarships, Ministry of Education, Religious Affairs and Sport: loukia@minedu.gov.gr

Japan. Scholarships are paid by the Polish party.

- 100 scholarships months for research internships or second-cycle studies.

Contact to the partner institution: Embassy of the Republic of Poland in Tokyo, Julia Cichy: julia.cichy@msz.gov.pl

Yemen. Scholarships are paid by the Yemeni party.

- 5 places in master's studies.

Contact to the partner institution: Embassy of Yemen in Warsaw: office@embassy-of-yemen.pl

Kazakhstan. Scholarships are paid by the Polish party.

- 3 places in first-cycle studies.
- 4 places in second cycle studies.
- Scholarships are paid by the Kazakh party.
- 4 places for doctoral education. - scholarships paid by the Polish party.

Contact to the partner institution: Embassy of the Republic of Poland in Astana: astana.amb.sekretariat@msz.gov.pl; Kollat Tomasz tomasz.kollat@msz.gov.pl

North Macedonia. Scholarships are paid by the Polish party.

- 20 scholarship months for research internships and semester studies.

Contact to the partner institution: Goce Vidanovski, Goce.Vidanovski@mon.gov.mk

Mexico. Scholarships are paid by the Polish party.

- up to 7 places for second cycle studies, for the period of up to 12 months.

Contact to the partner institution: Eduardo Garcia Lima (AMEXCID): egarcia@sre.gob.mx

Moldova. Scholarships are paid by the Polish party.

- 20 scholarships months for research internships and semester studies.

Contact to the partner institution: Embassy of the Republic of Poland in Chisinau:

kiszyniow.amb.sekretariat@msz.gov.pl

Mongolia. Scholarships are paid by the Mongolian party.

- 22 places for first- or second-cycle studies or long-cycle master's studies
- up to 10 Mongolian citizens for semester-long forms of education in Polish, for a period of up to 40 months.

Contact to the partner institution:

Ministry of Education and Science of Mongolia: info@mes.gov.mn

Embassy of Mongolia in Poland: radca@ambasadamongolii.pl

Palestine. Scholarships are paid by the Palestinian party.

- up to 5 places for first-cycle studies

Contact to the partner institution: Embassy of the State of Palestine: info@palestine.pl

Serbia. Scholarships are paid by the Polish party.

- 40 months for scientific staff (academic teachers, research workers or doctoral students) for internships from 1 to 9 months

Contact to the partner institution: Embassy of the Republic of Poland in Belgrade: Stojanović Zečević

Tijana: Tijana.StojanovicZecevic@msz.gov.pl, belgrad.amb.sekretariat@msz.gov.pl

Slovakia. Scholarships are paid by the Slovak party.

- Students of Polish Philology and Slavic Studies for one-semester part-time studies - 10 places.
- Students of other fields of study for part-time studies with an annual limit of up to 50 months - 10 places.
- Polish philology students and Slovak language specialists for monthly language courses - 10 places.
- Research and teaching staff for research internships with a total annual limit of up to 20 months (internship length from 1 to 10 months).
- Doctoral students for study stays with a total annual limit of up to 8 months (stay length from 1 to 3 months).

Contact to the partner institution: Slovak Academic Information Agency (SAIA): nsp-sk@saia.sk

Slovenia. Scholarships are paid by the Polish party.

- Research workers and students for research internships for a total annual limit of up to 16 months (length of stay from 1 to 9 months).
- Up to 3 students for one-year or one-semester studies with a total annual limit of up to 30 months, especially students of Polish and Slovenian studies.

Contact to the partner institution: The Centre of the Republic of Slovenia for Mobility and European Educational and Training Programs (CMEPIUS) Petra.Vilfan@cmeplus.si

Switzerland. Scholarships are paid by the Polish party.

- 36 scholarship months for students and scientists for research internships or part-time studies.

Embassy of the Republic of Poland in Bern: berno.amb.sekretariat@msz.gov.pl

Taiwan. Scholarships are paid by the Polish party.

- 10 scholarships for Polish language preparatory courses (100 months) and 5 scholarships for master's or doctoral studies.

Contact to the partner institution: Taipei Representative Office, Education Department, Meifen Chen (48) 22-213-0081, poland@mail.moe.gov.tw

Tunisia. Scholarships are paid by the Polish party.

- 4 scholarships for master's studies in humanities and social sciences.

Embassy of the Republic of Poland in Tunis: tunis.amb.sekretariat@msz.gov.pl

Ukraine. Scholarships are paid by the Ukrainian party.

- 2 places for a full cycle of studies, master's degree.
- up to 10 places for part-/semester studies.
- up to 40 person-months for internships for academic teachers.

Contact to the partner institution: Ministry of Education of Ukraine: Hryhorii Mazolevych: e-mail: hryhorii.mazolevych@mon.gov.ua

Hungary. Scholarships are paid by the Hungarian party.

- Semester studies – 40 places for people studying Polish (Polish language teachers).
- Study stays for students and PhD students: 30 months.

Hungary. Scholarships are paid by the Polish party.

- Scientific and research internships – 18 scholarship months.
- Study visits – 70 scholarship days.



Contact to the partner institution: Tempus Public Foundation: bilateral@tpf.hu

Vietnam. Scholarships are paid by the Vietnamese party.

- 20 places for first- and second-cycle studies or long-cycle master's studies, doctoral studies or research internships.

Contact to the partner institution: Ministry of Education and Training (MOET), Phung Thi Hong Van (Ms), Mobile: +84-983428991, pthvan@moet.gov.vn