



NARODOWA AGENCJA  
WYMIANY AKADEMICKIEJ

THE REGULATIONS OF THE ULAM PROGRAMME  
MEDIUM- AND LONG-TERM VISITS OF SCIENTISTS

Warsaw, 15 January 2020

## Table of contents

1.	GENERAL INFORMATION ABOUT THE PROGRAMME.....	3
1.1.	Aim of the Programme .....	3
1.2.	Basic terms and abbreviations.....	3
1.3.	Indicative programme schedule.....	4
1.4.	Terms and conditions of the Programme .....	5
2.	APPLICATION PROCEDURE.....	5
2.1.	Authorised Applicants .....	5
2.2.	Date and form of submitting the proposal .....	7
2.3.	Required information and attachments .....	7
3.	THE PROCEDURE FOR EVALUATING AND SELECTING APPLICATIONS FOR FINANCING .....	9
3.1.	Formal evaluation.....	9
3.2.	Merit-based evaluation.....	10
3.3.	Closing the call for proposals and informing about its results.....	11
3.4.	Appeal procedure .....	12
4.	SCHOLARSHIP AGREEMENT .....	13
5.	FINANCING.....	14
5.1.	Duration of the Scholarship.....	14
5.2.	Budget of the Scholarship.....	14
5.3.	Rules of making payments .....	15
5.4.	Documenting of expenses .....	16
5.5.	Suspension of the Scholarship .....	17
5.6.	Termination of the Scholarship agreement .....	17
6.	SETTLEMENT OF THE SCHOLARSHIP .....	17
7.	EVALUATION OF THE PROGRAMME .....	19
8.	MODIFICATIONS TO THE REGULATIONS.....	19
9.	PERSONAL DATA PROTECTION .....	20
10.	CONTACT WITH NAWA.....	21
11.	LIST OF ATTACHMENTS .....	21

## 1. GENERAL INFORMATION ABOUT THE PROGRAMME

### 1.1. Aim of the Programme

The aim of the Ulam Programme is to increase the internationalisation of Polish HEIs and scientific institutions. The Programme will allow both recognised and promising scientists who hold at least a doctoral degree, to visit Poland in order to strengthen the scientific potential of Polish entities and to participate in their scientific activities, primarily research projects and didactics. The Programme will allow to invite scientists from all around the world representing all fields of science to the Polish institutions of science and higher education. HEIs, scientific and research institutes will have the opportunity to invite specialists from their priority areas to Poland – they will make a significant contribution to the research conducted by a given institution, strengthen didactics or support the institution in applying for prestigious grants.

The Programme will enable a gradual increase in the number of foreign scientists involved in scientific research and teaching in Poland and also enable or deepen international contacts with foreign institutions.

Foreign scientists may stay in Poland **for 6 to 24 months**, and they may be accompanied by members of their closest family, and in the case a Programme participant is a disabled person, by their assistant.

An application under the Programme shall be submitted by an individual scientist who holds a doctoral degree awarded in a country other than Poland, does not hold Polish citizenship<sup>1</sup> and has not lived, worked or studied in Poland since at least 2017.

Scientists visiting Polish scientific institutions under the Programme will receive a monthly Scholarship for the duration of their stay and a mobility allowance, which will allow them to cover the travel costs.

### 1.2. Basic terms and abbreviations

- 1) **Act on NAWA** – Act of 7 July 2017 on the Polish National Agency for Academic Exchange (Dz.U. [Journal of Laws] of 2019, item 1582)
- 2) **Agency, NAWA** – Polish National Agency for Academic Exchange
- 3) **Applicant** – a natural person meeting the requirements referred to in chapter 2.1. of the Regulations, who submits an application for financing for a Scholarship under the Programme
- 4) **Beneficiary** – a natural person who was granted the Scholarship

---

<sup>1</sup> Except for Polish citizens whose full cycle of doctoral studies has been financed by the Polish government.

- 5) **Director** – Director of the Polish National Agency for Academic Exchange
- 6) **Evaluation team, Team** – a Team composed of External experts, nominated by the Director to perform a merit-based evaluation of applications, in the scope indicated by the Regulations
- 7) **External expert** – a person from home or from abroad who, upon request of NAWA, shall carry out a merit-based evaluation of applications submitted in the Programme. An External expert may individually carry out a merit-based evaluation of applications as a Reviewer or may be a member of the Evaluation team
- 8) **Host institution** – an institution of the Polish science and higher education system which hosts the Beneficiary
- 9) **ICT system of the Agency** – system in which the call for and evaluation of applications and of reports submitted by the Beneficiary are conducted; the system allows the communication and updating of the application status during the evaluation
- 10) **Person authorised to represent the Host institution** – a person holding a managerial position, authorised to represent the Host institution (e.g. rector, vice-rector, dean of the department, head of an organisational unit, director of an institute, etc.)
- 11) **Programme** – the Ulam Programme for medium- and long-term visits
- 12) **Reviewer** – an External expert carrying out an individual merit-based evaluation of applications submitted as part of the call for proposals for participation in the Programme
- 13) **Scholarship** – funds granted by decision of the Director under the Programme

### 1.3. Indicative programme schedule



#### 1.4. Terms and conditions of the Programme

1. As part of the Programme, possible visits are those whose objective include:
  - 1) completing the first or a subsequent post-doctoral fellowship;
  - 2) conducting scientific research, including in cooperation with Polish scientists or research teams;
  - 3) obtaining materials for research or a scientific publication;
  - 4) conducting didactic classes at the Host institution.
2. The Applicant submits a plan for the scientific stay in Poland covering one or more of the above-mentioned activities that they intend to implement at a Host institution, by indicating its goals, relevance to the development of their academic career and justifying the Host institution's choice for the planned activities and benefits of the stay for both the scientist and the institution. The Applicant encloses an invitation from the Host institution confirming the willingness to host them for the requested period and indicates the person responsible for coordination of the planned activities and Applicant's visit and for supporting the Beneficiary in the successive completion of these activities.
3. The Programme provides financing for a Scholarship that covers the Beneficiary's living allowance of PLN 10,000 a month, along with a mobility allowance. The amount of the Scholarship may be increased if the visit includes the Beneficiary's spouse or minor children, and in the case of the Beneficiary with severe or moderate disability – his/her assistant.

## 2. APPLICATION PROCEDURE

### 2.1. Authorised Applicants

1. The Programme can be attended by the natural person who **jointly** meets the following conditions:
  - 1) is a **scientists with at least a doctoral degree awarded in a country other than Poland**,
  - 2) **does not hold Polish citizenship**. The condition of not being a Polish citizen does not apply to persons who are Polish citizens and whose full cycle of doctoral studies abroad has been financed by the Polish government, as these persons are entitled to participate in the Programme,
  - 3) is **employed at a foreign HEI or a foreign scientific/research centre**. The employment is not required for persons who obtained their doctoral degree after 31 August 2019 or completed their previous post-doctoral fellowship after 31 August 2019,

- 4) **had not studied or worked<sup>2</sup> in Poland** within 3 years before the date of announcement of the call and did not live during this period in Poland continuously for more than three months,
- 5) has **minimum 3 achievements** (from not earlier than 2015) out of the following:
  - a) a publication, as the main author (especially first or correspondence), in journals included in one of the following international databases: Scopus, Science Citation Index Expanded, Social Sciences Citation Index, Arts & Humanities Citation Index; or
  - b) a reviewed research monograph or
  - c) a publication in reviewed materials from an international conference listed by the Computing Research and Education Association of Australasia (CORE), indexed in the international DBLP Computer Science Bibliography database; or
  - d) a publication in reviewed materials from an international conference, indexed in the Web of Science Core Collection or Scopus database.

Instead of the above-mentioned publications/conferences, **the representatives of art studies** may present a proof of having made at least three presentations of three different works of art in a foreign institution or an academic centre or having received a distinction in an international competition,

- 6) **received an invitation from the Host institution**, which is the institution of the Polish science and higher education system belonging to one of the following categories:
  - a) higher education institutions referred to in Article 7(1)(1) of the Act of 20 July 2018 – Law on higher education (Dz. U. of 2018, item 1668, as amended);
  - b) scientific institutes of the Polish Academy of Sciences operating on the basis of the Act of 30 April 2010 on the Polish Academy of Sciences (Dz. U. of 2019, item 1183, as amended);
  - c) research institutes operating on the basis of the Act of 30 April 2010 on research institutes (Dz. U. z 2019 r. item 1350, as amended);
  - d) international scientific institutes established on the basis of separate Acts, operating on the territory of the Republic of Poland;

---

<sup>2</sup> Working in Poland shall mean being employed with an entity having its registered office in Poland based on an employment contract (if remuneration was paid under such contract) or conducting economic activity registered in Poland, as well as being employed on the basis of a civil law agreement under which the Applicant received a regular/cyclical remuneration or remuneration, the amount of which exceeded PLN 10,000 net in a year.

- e) institutes operating within the Łukasiewicz Research Network referred to in Article 7(1)(6b) of the Act of 20 July 2018 – Law on higher education;
- f) the Polish Academy of Art and Sciences;
- g) other entities principally engaged in the scientific activities on a stand-alone and continuous basis, having a scientific category

**signed by a Person authorised to represent the Host institution.**

- 2. The Applicant may submit only one application for financing in a given call under the Programme, covering a visit to one Host institution.
- 3. The Programme is open to scientists of all ages representing all fields of science.

## 2.2. Date and form of submitting the proposal

- 1. The call for applications under the Programme will be conducted from 15 January to 15 April 2020 until 3:00 PM according to the official time in Poland, only in an electronic form in the ICT system of the Agency. Submitting the applications after this deadline will not be possible.
- 2. Submitting the proposal is possible following the registration in the system at: <https://programs.nawa.gov.pl>
- 3. The scope of data required in the application is specified in these Regulations and the proposal application form attached to the Regulations.
- 4. The application and its attachments shall be drawn up in English. Submitting a copy of the doctoral diploma in Latin shall be acceptable.
- 5. Sending a filled application via the system results in the application having its status changed to “submitted” and an e-mail confirming submitting the proposal being sent to the Applicant. It is the responsibility of the Applicant to verify that the application was sent properly.
- 6. Submitting the proposal is tantamount to the Applicant accepting the Programme Regulations.

## 2.3. Required information and attachments

- 1. A scientific resume of the Applicant including the following information:
  - 1) education, educational background, course of studies / academic and scientific career, including the Applicant’s subsequent places of employment; please provide the total number of citations of all previous publications without self-citations along with the Hirsch index (preferred source: the Web of Science Core Collection or Scopus);

- 2) a list of 3 publications published no earlier than in 2015<sup>3</sup> which meet the requirements described in chapter 2.1 item 1 point 5); it is required to attach a link to the page in the database where the publication is visible (if you cannot refer to the page with the publication, attach a PDF document with a view of the database page confirming the presence of the publication in the database). In the case of a monograph, please attach a file containing the cover page and page with the ISBN number. For journals, state the current value of the 5-year Impact Factor or CiteScore index, provided that a journal has calculated values of these bibliometric indices, and the number of citations for individual publications without self-citations according to the Web of Science Core Collection or Scopus database;
  - 3) a list of other publications comprising no more than 10 most important works published no earlier than in 2015<sup>3</sup>;
  - 4) a list of the most significant research projects that have either been completed or are still in progress, highlighting international projects as well as indicating financing sources and the Applicant's role in the project; for representatives of the fine arts field: information on participation in an international project and brief description of each project,
  - 5) internships, awards, patents and patent applications, membership in scientific societies and organisations and other important achievements.
2. Scan of the doctoral diploma or a certificate of having attained a doctoral degree with an officially certified translation into English if the original is issued in a language other than English or Latin.
  3. Scans of three selected publications published in English. In the case of a monograph, please attach a file containing the cover page, editorial page, table of contents and a selection of extracts containing the author's most important theses – no more than 20 pages in total. In the case of representatives of the fine arts field: copies of catalogues bearing the ISBN number in confirmation of the fact of having made three presentations of different artworks at a foreign institution or an academic institution or a copy of a distinction received in an international competition.
  4. Scan of employment confirmation issued by the human resources department or other document confirming the employment status at a foreign HEI or a foreign scientific/research

---

<sup>3</sup> In the case of a break in connection with a maternity, parental or health leave, please indicate the number of months by which the period of scientific achievements is extended and why.



centre after 31 August 2019; document should be in English and issued with the current date (not earlier than the date of announcement of the call). The document is not required if you obtained your doctoral degree after 31 August 2019.

5. Scan of the invitation from the Host institution, a template of which constitutes an attachment to the Regulations. The invitation should be issued with the current date and signed by the person authorised to represent the Host institution. If the invitation is signed by a person other than those mentioned in the registration document, the document shall be attached with a scan of power of attorney for such person.

**PLEASE NOTE THAT:**

If the provided information or attached documents exceed the indicated limits - only the items within the limit which are listed first will be taken into account in the course of the merit-based evaluation. When attaching a scan of a document the Applicant should veil the photo. Attaching a document with a visible photo shall be tantamount to the consent to the processing of personal data in this regard.

### **3. THE PROCEDURE FOR EVALUATING AND SELECTING APPLICATIONS FOR FINANCING**

#### **3.1. Formal evaluation**

1. Formal evaluation of the applications is carried out by NAWA and includes verifying whether the application meets the formal criteria indicated in these Regulations and whether the application is complete. Only applications that are complete and meet all competition requirements are eligible for merit-based evaluation.
2. In the case of submitting an incomplete proposal, NAWA shall request the Applicant to supplement it within 14 days from the date of the request, and shall inform them that a failure to supplement shall result in the application not being considered. NAWA may also request such Applicant to provide further documents or clarifications. **The application can be supplemented only once.** The information on the necessity to supplement the application or provide further clarifications shall be sent electronically as a notification from the ICT system of the Agency to the Applicant's e-mail address found in the system.
3. Communication with the Applicant is handled via the ICT system of the Agency, and in the working mode e-mail correspondence. The Applicant is obliged to regularly check correspondence.

4. Applications not meeting the formal requirements of the Regulations, shall not be taken into consideration.
5. If the Applicant submits several applications, only the last application submitted shall be considered.
6. The Application may be rejected for formal reasons at a later stage of the assessment, after completing the formal assessment.

### 3.2. Merit-based evaluation

1. Merit-based evaluation is carried out by the Evaluation Team and two Reviewers based on the following merit-based evaluation criteria:

Criterion	Maximum score			TOTAL
	Preselection	Reviewers	Evaluation by the Team	
1 Applicant's achievements and course of scientific and academic activity in relation to their career stage	25	10	-	35
2 Reasons for the Applicant's choice of a Host institution and benefits that the Applicant's stay may bring to the Host institution and the development of science in Poland	-	5	15	20
3 Scientific level of research or tasks to be implemented, including their scientific value and innovativeness, manner of presentation, impact on the development of a scientific discipline, research or didactic methods, planned results, adequacy of the Scholarship's duration with regard to the planned activities.	-	20	15	35
4 Impact that visiting a Polish scientific institution will have on the Applicant's scientific career	-	5	5	10
Maximum score	25	40	35	
<b>TOTAL</b>		<b>100</b>		

2. The merit-based evaluation consists of three stages:
  - 1) **Preselection** by the Evaluation team, based on the evaluation of the **Applicant's achievements and course of their scientific or academic activity.**

Following preselection, the Evaluation team recommends the proposals for the second stage, choosing applications ranked highest on the ranking list, whose total planned outlays do not exceed twice the amount of funding allocated to a given call.

Applicants whose applications are among those not recommended for the next stage of evaluation shall be notified via the ICT system of the Agency.

- 2) **Evaluation** of applications with a positive preselection result, carried out **by two Reviewers** from NAWA's Reviewer base, selected for the scientific field relevant to the submitted application. Reviewers evaluate applications according to all merit-based evaluation criteria, indicating the number of points and giving reasons for their scoring. The Reviewer presents the application's strengths and weaknesses in the summary section.
- 3) **The Evaluation team's final evaluation that takes into account the opinions of two Reviewers and the Team's scoring** in the other criteria of evaluation 2-4, which the Team did not evaluate during the preselection. The Evaluation team draws up a ranking list of applications, indicating the ones that are recommended for funding and those that are not.
3. If it is proved that the applicant violated the ethical principles or was unreliable in the preparation of the application, the evaluation team will assess the application with 0 points. In such case the application cannot be recommended for funding.
4. Data on External experts carrying out the merit-based evaluation shall not be made available. Every year, NAWA shall publish an alphabetical list of External experts participating in the evaluation of applications in the given calendar year, collectively for all Programmes.

### 3.3. Closing the call for proposals and informing about its results

1. The Evaluation team shall draw up a ranking list of applications and set a lower point threshold for applications recommended for funding, which may not be lower than 60 points, and then submit the list for the Agency Director's approval.
2. The Team may indicate applications on the list, with no less than 60 points, which are eligible for funding, if no agreement has been signed with an eligible Applicant.
3. The Director shall use the ranking list to make the final decision on granting or refusing funding to applications submitted in the call for proposals. The Director of NAWA may decide not to grant funding to applications recommended for such. The reasons for a refusal of funding include:

- 1) the Applicant being in arrears with liabilities towards NAWA;
  - 2) NAWA's obtainment of information having an impact on the process of granting funds for Scholarship implementation;
  - 3) lack of financing.
4. Decision on granting or refusing to grant a Scholarship under the Programme is sent to the Applicant via the ICT system of the Agency. The list of Beneficiaries, including their names and surnames, shall be posted on the NAWA website in the Public Information Bulletin.

#### 3.4. Appeal procedure

1. The Applicant, having received information about their application being left out of consideration, along with the NAWA Director's decision refusing to grant funding, may request the Director to reconsider in the case of any formal infringements occurring in the course of granting funds.
2. The request to reconsider the case shall only apply to reservations related to formal issues in the process of granting funds, and not the feasibility of merit-based evaluation. Submitting the proposal for reconsideration of the case for other reasons may result in issuing of a decision stating inadmissibility of submitting the application for reconsideration of the case.
3. The application for reconsideration of the case should be submitted in written form (hard copy with the Applicant's signature on the document) to the Director within 14 days from the date of receiving the decision or receiving information about the request having been left unconsidered, to the following address: Polish National Agency for Academic Exchange, Polna 40, 00-635 Warsaw, Poland. It is also allowed to submit it by e-mail as a document signed with the Applicant's qualified (certificated) electronic signature.
4. When:
  - 1) a decision is issued stating inadmissibility of submitting the proposal for reconsideration of the case;
  - 2) the NAWA Director issues a decision refusing to grant funds in the case of acceptance of the application for reconsideration of the case;
  - 3) the NAWA Director issues a decision refusing to grant funds or upholding the decision of the Director of NAWA refusing to grant funds;the Applicant may submit a complaint to the Voivodeship Administrative Court in Warsaw, Jasna 2/4, 00-013 Warsaw. The complaint shall be filed via the Director of the Polish

National Agency for Academic Exchange located at Polna 40, 00-635 Warsaw, within 30 days from the receipt of the aforementioned decision.

#### 4. SCHOLARSHIP AGREEMENT

1. In the decision granting the Scholarship, the Director shall define activities and dates, which an Applicant should perform, under the pain of resignation from signing of the agreement for Scholarship financing ("Scholarship agreement"), the form of which constitutes an attachment to the Regulations.
2. To conclude a Scholarship agreement with the Beneficiary, the Beneficiary cannot take up employment in Poland from the moment of submitting the proposal until the date of decision issue.
3. The obligations of the Beneficiary stemming from the Scholarship agreement:
  - 1) carrying out, in accordance with the application, scientific research, teaching or other activities indicated in the application for financing, on a continuous basis during the Scholarship period, while the period of stay outside the Host institution cannot be longer than 10% of the overall duration of stay (including holidays, occasional trips, other absences unrelated to implementation of tasks covered by the Scholarship);
  - 2) having at least basic health insurance covering the time of travel and stay in Poland for all participants of the visit, including, in particular, insurance of the costs of treatment and transport to a hospital;
  - 3) timely submission of the confirmation of the Scholarship commencement by the Beneficiary;
  - 4) timely submission of an partial report (if required) and a final report in the ICT system of the Agency;
  - 5) informing NAWA about any changes in the activities implementation;
  - 6) informing NAWA about taking up employment by the Beneficiary's spouse, if they are covered by the Scholarship;
  - 7) informing NAWA about own scientific or teaching successes – both during the Scholarship and at the reporting and evaluation stages;
  - 8) participation in the evaluation of the Programme by completing an evaluation questionnaire and participation in other evaluation activities carried out by NAWA;
  - 9) placing the full name of the Polish National Agency for Academic Exchange and the agreement number on all publications being an effect of the implementation of the

Scholarship. Publications and other Scholarship results which do not point to the Agency as a financing institution will not be considered as the Scholarship result and will not be taken into account in settling the Scholarship. NAWA recommends publishing at least the original author's version of the publications created as a result of projects financed by the Agency.

- 10) to implement properly the Scholarship agreement, and in particular to settle the funds granted.
4. When the agreement is signed, the Beneficiary may have partial employment or employment in relation to the project implementation at the Host institution, and may also apply for financing of research projects, if there is no double financing of the same costs.

## 5. FINANCING

### 5.1. Duration of the Scholarship

The visit under the Scholarship **cannot take place earlier than on 1 January 2021 or later than on 1 September 2021.**

In justified cases, it is possible to suspend the Scholarship for a period of not more than 3 months if there have been factors preventing its implementation. Random situations will be examined by the Director on a case-by-case basis after the Beneficiary has submitted a reasonable explanation.

### 5.2. Budget of the Scholarship

1. The calculation of the Scholarship shall take into account:
  - 1) living allowance in the amount of PLN 10,000 monthly **for each full month of stay of the Beneficiary at the Host institution.** The length of the stay shall be specified in the application, giving the number of full months of the stay, the stay starting from the first day of the month. The amount of the living allowance of the Beneficiary may be increased if his/her spouse participates in the visit – by PLN 2,000 monthly, unless the spouse undertakes employment in the course of the Scholarship (which means employment both under a contract of employment and under a civil law agreement). This amount may also be increased if the Beneficiary is accompanied by underage children – by PLN 1,000 monthly for each underage child.
  - 2) one-off mobility allowance in the amount of:

- a) PLN 7,000 in the case of visits from **European** countries, if only the Beneficiary is participating in the visit and an additional PLN 2,000 for each person, if the scientist is accompanied by the spouse or underage children of the Beneficiary;
  - b) PLN 12,000 in the case of visits from **non-European countries**, if only the Beneficiary is participating in the visit and an additional PLN 5,000 for each person, if the scientist is accompanied by the spouse or underage children of the Beneficiary.
2. Financing of the visit of the family members shall be possible only if their stay lasts at least 3 months.
  3. Insurance costs and cost of a visa, if required, shall be borne by the Beneficiary.
  4. The Scholarship amount may be increased only if during the stay or before its commencement the Beneficiary will have a new child which will participate in the visit of the Beneficiary. Such situations will be considered by the Director individually, depending on the financial resources available.
  5. If the Beneficiary has a certificate of severe or moderate disability, and is not accompanied by his/her spouse during the visit, but by an assistant, the amounts referred to in 1(1) and (2) may be increased, under such conditions as if the spouse participated in the visit.
  6. Pursuant to Article 21(1)(39a) of the Act of 26 July 1991 on personal income tax (i.e. Journal of Laws of 2019, item 1387, as amended) Scholarships and other funds referred to in Article 18(2)(1) of the Act on NAWA are free from income tax.

### 5.3. Rules of making payments

1. The payments shall be made to a bank account opened by the Beneficiary at a bank having its registered office on the territory of Poland.
2. Within the framework of financing of Scholarships lasting from 6 to 12 months, payments are made as follows:
  - 1) pre-payment – 40% of the total amount of financing, transferred to the Beneficiary's bank account after signing of the Scholarship agreement and providing the account number;
  - 2) partial payment – 40% of the total amount of financing, transferred up to 30 days from the date of submission of the correct confirmation referred to in chapter 6.1.;

- 3) balancing payment – up to 20% of the total amount of financing, transferred up to 30 days from the date of approval of the final report. Report evaluation is carried out within 3 months from the date of submission of the complete report.

The Beneficiary does not submit a partial report.

3. Within the framework of financing of Scholarships lasting over 12 months, payments are made as follows:
  - 1) pre-payment – 20% of the total amount of financing, transferred to the Beneficiary's bank account after signing of the Scholarship agreement and providing the account number;
  - 2) partial payment I – 20% of the total amount of financing, transferred up to 30 days from the date of submission of the correct confirmation referred to in chapter 6.1.;
  - 3) partial payment II – 40% of the total amount of financing, transferred up to 30 days from the date of approval of the partial report. Report evaluation is carried out within 45 days from the date of submission of the complete report;
  - 4) balancing payment – up to 20% of the total amount of financing, transferred up to 30 days from the date of approval of the final report by NAWA. Report evaluation is carried out within 3 months from the date of submission of the complete report.
4. NAWA reserves the right to change the dates of payments. Such changes shall depend on availability of funds allocated to the financing of Scholarships.

#### 5.4. Documenting of expenses

1. The allocated Scholarship, which is a statement of lump sums, shall be treated as an expense incurred. The Beneficiary is not obliged to collect and present accounting evidence to confirm expenses, but only has to **present travel tickets to confirm the visit of accompanying persons**, if applicable.
2. The verification of expenses in the case of lump sums shall consist in verifying whether the results assumed in the application have been achieved and the declared activities implemented.
3. At the request of NAWA, the Beneficiary has an obligation to present documentation to confirm the implementation of the activities and the achievement of the assumed results in accordance with the approved application, under the pain of declaring the Scholarship non-eligible.



### 5.5. Suspension of the Scholarship

The suspension of the Scholarship may take place in the cases specified in the Scholarship agreement, in particular where the NAWA is informed about a conflict with the Host institution, the cessation of implementation of activities or irregularities in their implementation. After requesting the Beneficiary to provide explanations and receiving satisfactory information, financing of the Scholarship may be resumed.

### 5.6. Termination of the Scholarship agreement

The termination of the Scholarship agreement may be effected in justified cases, by the mutual agreement of the parties, or in the cases referred to in the Scholarship agreement (in particular, the blatant non-compliance with the provisions of the Scholarship agreement), or where the Beneficiary has been punished by disciplinary action or convicted by a valid judgment for an offence committed intentionally or for intentional tax crime.

## 6. SETTLEMENT OF THE SCHOLARSHIP

1. The Beneficiary has an obligation to submit reports on Scholarship implementation via the ICT system of the Agency, in line with the provisions of the Scholarship agreement, and to provide the confirmation of the commencement of activities at the Host institution:

- 1) Confirmation of the Scholarship commencement by the Beneficiary, issued within 2 months from the commencement of the Scholarship, but not earlier than after one month, signed by a Person authorised to represent the Host institution. The submission of the confirmation is a condition for making a subsequent Scholarship payment.
- 2) Partial report is submitted only in the case of projects lasting over 12 months within 30 days after the end of the first year of Scholarship and includes:
  - a) description of activities implemented until the submission of the report;
  - b) opinion of the direct supervisor about the course of the Scholarship.

The partial report is evaluated by NAWA, but if in doubt it can be presented to the Evaluation team for assessment.

- 3) Final report is submitted within 30 days following the end of the Scholarship and includes:

- a) description of the results of the study visit with respect to declarations made in the application and information about further planned cooperation with the Host institution;
  - b) opinion of the direct supervisor about the course of the Scholarship implementation, the achieved result, along with confirmation of the dates of the Beneficiary's stay at the Host institution, including the confirmation that the Beneficiary did not stay outside the Host institution for more than 10% of the duration of the entire stay;
  - c) financial settlement of the expenses, including (if applicable) information about the visit of family members or an assistant, the duration of their stay, and copies/scans of tickets or other confirming documents.
2. The complete and formally accurate final report is submitted for merit-based evaluation by the Evaluation team.
3. The Evaluation team evaluates the report in terms of reliability and accuracy of performance of the planned activities and disbursed funds, and the grounds for potential modifications introduced in the course of the Scholarship.
4. The merit-based evaluation takes into account i.a. the following criteria:
  - 1) compliance of the scope of implemented activities with the agreement;
  - 2) quality of the achieved results.
5. If necessary, the Evaluation team may consult a Reviewer.
6. The aim of the merit-based evaluation of the final report is to establish whether the agreement may be deemed:
  - 1) performed;
  - 2) performed with identified irregularities – with the obligation to return part of financial resources;
  - 3) not performed – with the obligation to return all financial resources.
7. In the final report, the Beneficiary includes all derogations occurring in the course of the Scholarship, which have an impact on the amount of the allocated financing, in particular those related to shortening of the Scholarship or resignation from participation in the visit or its part, of the spouse, underage children or an assistant of the Beneficiary.
8. Unused or incorrectly used funds are deducted from the balancing payment. If the amount of funds provided to the Beneficiary exceeds the amount of the balancing payment, the

Beneficiary is obliged to return the difference to the Agency's bank account within 14 days from the date of the request for their return.

9. In the case of failure to submit a report required by the agreement or submission of an incomplete report, the Beneficiary is obliged to correct or complete the report within 14 days of receiving the information. The failure to fulfil obligations with respect to the Agency may constitute the basis for suspension of financing, for calling on the Beneficiary to return the received funds and for excluding the Beneficiary from subsequent calls for applications of the Agency.
10. The partial report and the final report forms constitute an attachment to the Agreement.

## **7. EVALUATION OF THE PROGRAMME**

1. The Beneficiaries are required to participate in the Programme evaluation carried out by NAWA. Participation in the evaluation includes:
  - 1) the completion of an evaluation questionnaire shared online by NAWA within 30 days following the end of the Scholarship. The list of questions included in the questionnaire constitutes an attachment to the Agreement.
  - 2) participation of the Beneficiary in separate evaluation surveys conducted on commission of or with consent of NAWA.
2. NAWA guarantees the full confidentiality of the opinions and information provided by the Beneficiary within the framework of the evaluation of the Programme and that the data obtained from the Beneficiary within the framework of the evaluation shall have no impact on the conditions of paying the Scholarship to the Beneficiary.
3. The Beneficiary is also obliged to participate in evaluation studies conducted by the Ministry of Science and Higher Education on the principles set out by the Ministry of Science and Higher Education.

## **8. MODIFICATIONS TO THE REGULATIONS**

1. NAWA reserves the right to make modifications to these Regulations also in the course of a call for proposal, with the exclusion of modifications resulting in unequal treatment of Applicants, unless a necessity to introduce such modification results from the provisions of the generally applicable law. Modifications introduced shall apply from the time of their publication, effected in the same way as the call for proposals has been published. Applications submitted before the publication of modifications of the Regulations shall be

resubmitted by the Applicant, if their provisions are not compliant with modifications introduced. NAWA shall notify all Applicants, who had submitted proposals before the publication of modifications to the Regulations, of such modifications by sending relevant information in the ICT system of the Agency. At the same time NAWA reserves the right to introduce modifications to the Regulations, which are of organising and clarifying nature, as well as in order to rectify obvious mistakes in the Regulations, without separately informing about modifications introduced, subject to publication of the contents of the Regulations including the modifications made, which at the same time is the moment, from which they shall be in force.

2. NAWA reserves the right to cancel a call for proposals, in particular in the case of substantial amendments made to the legislation and affecting the conditions of conducting the call for proposals, force majeure events and in other justified cases.
3. All information necessary for the proper conduct of the call of proposals is placed by NAWA on the website [www.nawa.gov.pl](http://www.nawa.gov.pl). It is recommended that entities interested in applying for funds under this call for proposals read regularly the information placed on the above website.

## 9. PERSONAL DATA PROTECTION

1. The administrator of the personal data of the Beneficiaries, Applicants, External experts, Persons authorised to represent the Host institution, Reviewers and contact persons is the Agency.

The data will be used for:

- 1) conducting the call for proposals procedures and evaluate applications in the Programme;
- 2) selection of the Beneficiaries and conclusion of Scholarship agreements with them,
- 3) execution of concluded Scholarship agreements,
- 4) cooperation of NAWA with the Beneficiaries after the completion of the Scholarship, including cooperation for the purpose of promotion of the Programme.

The data will not be used for making decisions based solely on the automated processing of personal data, including profiling within the meaning of art. 22 GDPR.

2. Personal data may be provided to NAWA employees, External experts or Persons authorised to represent the Host institution in connection with the execution of the above objectives. The data may also be transferred to countries outside of the European Economic Area (to

- countries other than European Union countries and Iceland, Norway and Liechtenstein), provided that the conditions set out in Chapter V of the GDPR are met.
3. The legal basis for processing personal data is Article 6(1)(b) and (e) of the General Data Protection Regulation (GDPR). Provision of data is voluntary but necessary to participate in the Programme. Refusal to provide data means leaving the application without consideration or an impossibility for a specific person to participate in the Programme.
  4. Personal data shall be used at the stage of processing applications, for the period of Scholarship and for 5 years following its completion, for settlement purposes.
  5. Personal data of persons, whose applications were rejected, shall be kept for the period of processing applications or until the time they are removed from NAWA's ICT system by persons submitting the application.
  6. The data subject has the right to submit a request regarding :
    - 1) request the Agency to get access to their personal data,
    - 2) correct, remove or limit the use of their personal data,
    - 3) protest against the use of their personal data,
    - 4) transfer their personal data,
    - 5) submit a complaint to the supervisory body (President of the Personal Data Protection Office, Stawki 2, 00-193 Warsaw).- in line with the rules specified in the GDPR.
  7. Contact details of the Data Protection Officer: Adam Klimowski, [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl).

## 10. CONTACT WITH NAWA

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

Magdalena Kowalczyk

phone: +48 22 390 35 72

e-mail: [magdalena.kowalczyk@nawa.gov.pl](mailto:magdalena.kowalczyk@nawa.gov.pl)

## 11. LIST OF ATTACHMENTS

No 1. Proposal application form

No 2. Invitation form of the Host institution

No 3. Agreement form