

THE REGULATIONS OF
THE IGNACY ŁUKASIEWICZ
SCHOLARSHIP PROGRAMME

second-cycle degree programmes

Warsaw, 6 March 2019

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1. GENERAL INFORMATION ABOUT THE IGNACY ŁUKASIEWICZ SCHOLARSHIP PROGRAMME – SECOND-DEGREE STUDIES (MASTER'S DEGREE STUDIES)

1.1. Basic terms and abbreviations

- **NAWA, Agency** – Polish National Agency for Academic Exchange.
- **Director** – Director of the Polish National Agency for Academic Exchange.
- **Applicant, candidate** – natural person who has met the requirements indicated in point 2.2 of the Regulations, who has submitted or is planning to submit an application for participation in the Programme.
- **Application** – a form filled in by the Applicant, made available in NAWA's ICT system, submitted under the call for applications for participation in the Programme via NAWA's ICT system, along with all the required attachments.
- **Programme** – the Ignacy Łukasiewicz Scholarship Programme.
- **Beneficiary** – a person who was granted funding under the Programme – signed a scholarship agreement with NAWA.
- **ICT system of the Agency** – system which handles the collection and evaluation of applications, as well as evaluation of reports submitted by beneficiaries.
- **External expert** – person, a Polish citizen or a foreigner who, on behalf of NAWA, carries out merit-based evaluations of applications submitted as part of a call for applications for participation in the Programme. An external expert may carry out independent merit-based evaluation of applications as a member of the examination committee, reviewer or a member of the evaluation team.
- **Scholarship agreement, agreement** – agreement signed between the Applicant and NAWA, once the application receives a positive evaluation and the NAWA Director decides on granting a scholarship under the Programme.
- **Scholarship** – funds granted by decision of the NAWA Director under the Programme.

1.2. Aim of the Programme

The Ignacy Łukasiewicz Scholarship Programme aims to support the socio-economic growth of developing countries (with the exception of European and Central Asian countries) by improving the educational attainment and professional qualifications of these countries' citizens. It is a joint initiative of the Ministry of Foreign Affairs and the Polish National Agency for Academic Exchange (NAWA), implemented as part of the Polish development assistance programme. The Programme's patron is Ignacy Łukasiewicz – an eminent Polish inventor, pharmacist, pioneer of the oil industry and the creator of the kerosene lamp.

The Programme offers foreigners an opportunity to pursue second-degree studies in the full-time mode in Polish in the field of **engineering and technical, agricultural, applied and life sciences** at higher education institutions subordinate to the Minister of Science and Higher Education, **receiving a monthly scholarship from NAWA** to cover the living allowance in the statutory period of education in Poland. In the case of public HEIs, the Programme also offers an exemption from education fees.

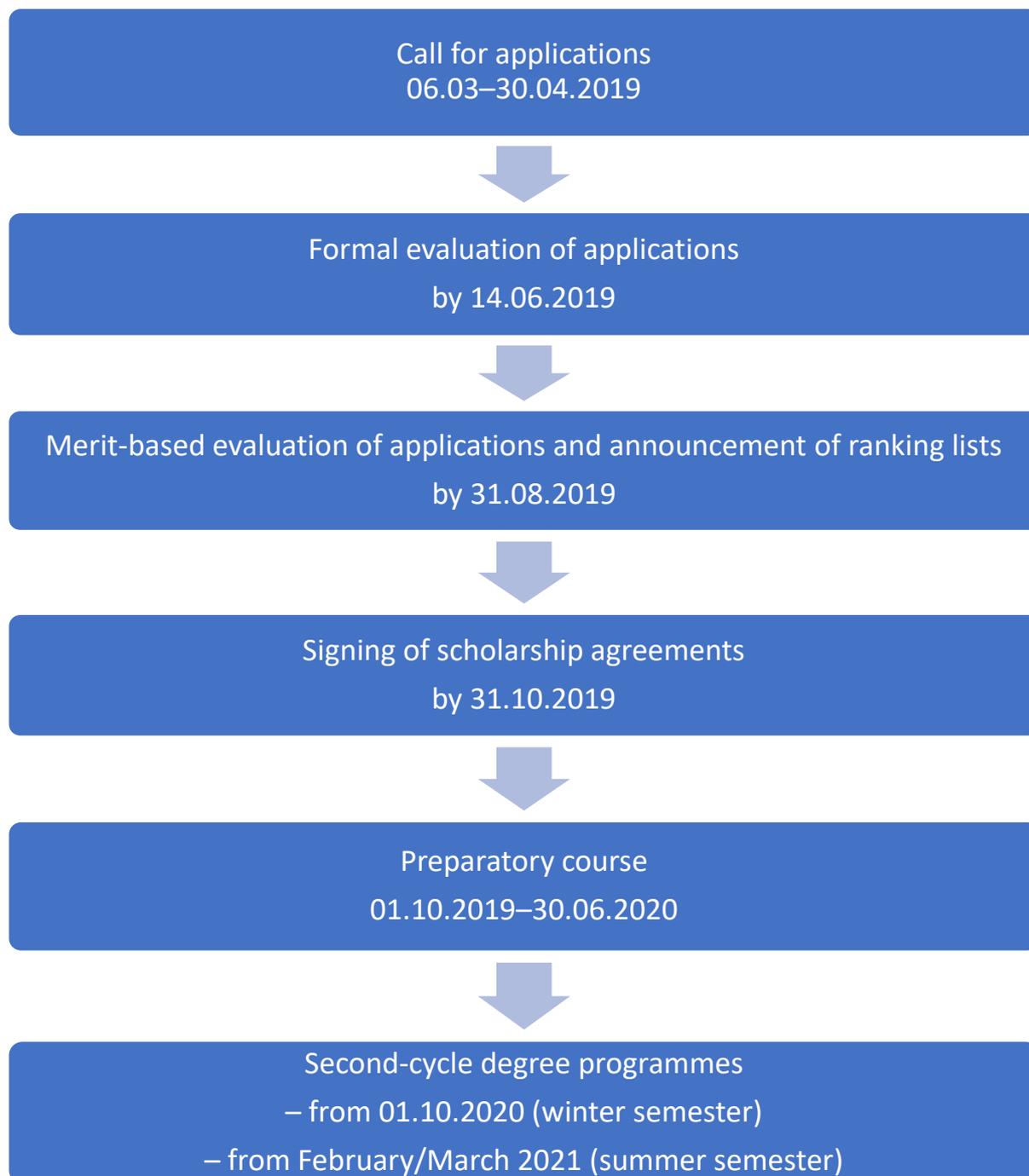
The Scholarship offer is addressed to foreigners – primarily citizens of countries identified by the Ministry of Foreign Affairs as having priority status for the Programme, i.e.: Angola, Ethiopia, the Philippines, India, Indonesia, Kenya, Colombia, Lebanon, Mexico, Myanmar, Nigeria, Palestine, Peru, Republic of South Africa, Senegal, Tanzania, Uganda, Vietnam; as well as to the other countries covered by the Official Development Assistance, with the exception of European and Central Asian developing countries (the list of countries whose citizens may apply for a scholarship under the Programme constitutes attachment No 1 to these Regulations).

The Programme covers an obligatory preparatory course with a scholarship, preceding the studies in Poland. The course aims to teach the participants Polish, familiarise them with Polish culture and serve as an introduction to subjects related to the course of their future studies. The costs of the courses and scholarships during the course will also be covered by NAWA as part of the budget for scholarship programmes.

The Programme provides the participants with an opportunity to study in Polish or in a different language. Final decisions regarding admissions of candidates are taken by the HEIs.

2. THE PROCEDURE FOR SUBMITTING APPLICATIONS

2.1. Programme schedule



2.2. Eligible Applicants

The NAWA scholarship for second-degree studies in Poland under the call for applications for the Programme in 2019 may be pursued by foreigners who meet all of the following criteria at the time of the call for applications:

- 1) are citizens of one of the following countries: Angola, Ethiopia, the Philippines, India, Indonesia, Kenya, Colombia, Lebanon, Mexico, Myanmar, Nigeria, Palestine, Peru, the Republic of South Africa, Senegal, Tanzania, Uganda, Vietnam or other countries covered by the official development assistance, with the exception of European and Central Asian developing countries. Attachment No 1 contains the list of countries whose citizens are entitled to participate in the Programme.
- 2) did not apply for Polish citizenship;
- 3) do not have a permanent residence permit on the territory of the Republic of Poland and have not applied for a permanent residence permit;
- 4) obtained a first-degree diploma in their country of origin not earlier than in 2016 or, at the time of submitting their application to the Programme, are in their last year of first-degree studies in engineering and technical sciences, agricultural sciences as well as exact and natural sciences;
- 5) have not previously obtained a diploma certifying graduation from master's degree studies (second-degree studies or uniform master's degree studies). If the country of origin does not have a generally recognised two-stage system of study, candidates who hold a master's degree or equivalent degree obtained not earlier than 2016 and candidates who are students in their final year of such studies in engineering and technical sciences, agricultural sciences as well as exact and natural sciences shall be admissible;
- 6) are not second-degree studies students at the time of applying for the Programme. Persons authorised to submit an application under the Programme include students of second-degree studies in Poland in the field of engineering and technical sciences, agricultural sciences as well as exact and natural sciences and meet the following criteria: they have been recommended by the provost of a higher education institution as worthy of receiving NAWA scholarship and have achieved very good results in their academic pursuits (grade average over the course of studies until now at 4.75 or higher) or are finalists of international student contests in a given field;
- 7) have at least B2-level English language skills.
Their linguistic competence has to be certified with a document indicated in point 2.5 of these Regulations.

2.3. Thematic scope of the call for applications

Under the Programme, Applicants may apply for admission to courses of study at HEIs supervised by the Minister of Science and Higher Education in the field of engineering and technical sciences, agricultural sciences as well as exact and natural sciences, in force pursuant to the Regulation of the

Minister of Science and Higher Education of 20 September 2018 on the fields of study as well as scientific and artistic disciplines (Journal of Laws (Dziennik Ustaw), item 1818).

The Programme does not provide for a call for applications for courses conducted within other fields of study, or by HEIs supervised by other ministries.

The full list of HEIs, fields of study, levels and forms of education and awarded professional titles is available in the Pol-on system on the www.polon.nauka.gov.pl website, while the full list of HEIs is available on the <http://www.go-poland.pl/pl/system-szkolnictwa-wy-szego> website. We suggest that candidates become acquainted with the offer of Polish HEIs before submitting their application in the NAWA's ICT system.

The Programme shall enable students to take up studies in Polish or in a different language at public higher education institutions under the conditions applicable to the exemption from education fees and at non-public higher education institutions under the financial conditions laid down by those institutions. **Final decisions regarding admissions of candidates are taken by the HEIs.**

2.4. Deadline and procedure for submitting applications

The call for applications under the Programme shall be conducted in the period from 6 March until 30 April 2019, 3 pm Central European Time (Warsaw local time), solely in an electronic form via NAWA's ICT system, available on the www.nawa.gov.pl website. Applications shall not be accepted beyond this deadline.

Submitting the application via the system will result in the status of the application in the system changing to "submitted", and the Applicant will receive a message via email containing the application reference number.

One Applicant may submit only one application. If more than one NAWA application is submitted, the application submitted first will be directed for evaluation, leaving the others out of consideration. Only complete applications will be considered.

The Applicant shall be obliged to submit an application solely with regard to one chosen field of study. Submitting the application shall be tantamount to the Applicant accepting the Programme Regulations.

2.5. List of required attachments to the application

- 1) scan of the valid passport page containing a photograph and confirming the Applicant's citizenship;
- 2) overview of the planned master's thesis in the field of engineering and technical sciences, agricultural sciences as well as exact and natural sciences – description of the topic and concept for the thesis, the research problem and the chosen research method. The description has to be entered on the form available in NAWA's system;
- 3) a scan of the first-degree diploma in engineering and technical sciences, agricultural sciences as well as exact and natural sciences, together with a supplement (list of completed courses) and information about the grade average over the entire course of studies, obtained not earlier than in 2016. In the case of candidates whose supplement does not contain information about grade

average over the course of the first-degree studies – also a certificate containing the grade average over the entire course of first-degree studies, certified by means of HEI's stamp.

In the case of candidates who at the time of submitting their application were in their final year of first-degree studies – a certificate containing their grade average up to the moment of submitting the application under the Programme and bearing the HEI's stamp, along with information about the planned date of graduation.

If the country of origin's education system does not offer any form of two-stage studies – a copy of the diploma certifying graduation from master's degree studies or equivalent studies, obtained not earlier than in 2016, together with a supplement or certificate containing their grade average over the entire course of studies certified by means of HEI's stamp; in the case of candidates who are in their final year of such studies – a certificate containing their grades up to the moment of submitting the application and bearing the HEI's stamp;

- 4) candidate's declaration of not having been a student of second-degree studies during the call for applications under the Programme – does not apply to candidates studying in Poland and meeting the application conditions indicated in point 2.2 of these Regulations;
- 5) for candidates studying in Poland who are enrolled in second-degree studies – additional recommendation from the provost for granting a NAWA scholarship, along with one of the following documents: certificate confirming that the grade average achieved over the course of studies so far is at least 4.75 or a document confirming that the Applicant has been a finalist of an international contest in a given field;
- 6) current (issued no earlier than 1 January 2019) medical certificate declaring the absence of any contraindications against undertaking studies in a given field (attachment no. 2 to the Regulations);
- 7) scan of a certificate confirming at least B2-level of linguistic competence in English – the list of accepted certificates constitutes attachment no 3 to the Regulations.

3. THE PROCEDURE FOR EVALUATING AND SELECTING APPLICATIONS FOR FINANCING

Applications shall be subject to formal and merit-based evaluation.

3.1. Formal evaluation

The objective of the formal evaluation is to verify the application for the compliance with the formal criteria indicated in these Rules. In case an incomplete application is submitted, the Applicant shall be requested to supplement missing documents (attachments) within 14 days from the date of the request, and shall be informed that a failure to supplement shall result in application being not considered. It is possible to supplement the application once within the time limit and to the extent indicated in the notification sent to the Applicant's e-mail address via the ICT system of the Agency. If the application is either not corrected or corrected erroneously, it will be left without consideration.

NAWA may also request the Applicant to provide further documents or clarifications. The information on the necessity to supplement the application or provide further clarifications shall be sent electronically as a notification from NAWA's ICT system to the Applicant's e-mail address found in the system or via direct e-mail route.

The form of communication with the Applicant used for the purpose of supplementing the application/providing clarifications, shall be correspondence via NAWA's ICT system and correspondence via e-mail. The Applicant is obliged to regularly check their correspondence in NAWA's ICT system as well as their e-mail inbox.

Applications shall not be given consideration, if:

- submitted after the deadline designated in the announcement of the call for proposals,
- they fail to meet the formal requirements specified in the call for applications for participation in the Programme, including being submitted without all of the required attachments.

The formal evaluation of the applications is made by the NAWA employees. Applicants shall be informed via the ICT system of the Agency about the result of formal evaluation. Positive result of the formal evaluation of submitted application (and its required attachments) is a prerequisite for the candidate to proceed to the stage of merit-based evaluation under the Programme. Should an application be left without consideration, the Applicant may submit an application for reconsideration, pursuant to Article 25(2) of the Act of 7 July 2017 on the Polish National Agency for Academic Exchange.

3.2. Merit-based evaluation

3.2.1. General information

Merit-based evaluation of the applications is carried out by reviewers from NAWA's database of experts based on the synopsis of the planned master's thesis submitted by candidates, and by the Team for Students' Programmes based on grade average over the course of first-degree studies. Every application together with attachments is evaluated individually by a single reviewer and by the Team for Students' Programmes.

Reviewers are selected by NAWA's employees or by the members of the Team for Students' Programmes from NAWA's database of experts according to the field of study relevant for the proposed master's thesis, in line with the Regulation of the Minister of Science and Higher Education of 20 September 2018 on the fields of study as well as scientific and artistic disciplines (Journal of Laws, item 1818). Reviewers evaluate applications according to merit-based evaluation criteria, awarding the appropriate number of points and giving reasons for their scoring. The Team for Students' Programmes appointed by NAWA Director awards points for the grade average and citizenship according to merit-based evaluation criteria.

Information on external experts carrying out the merit-based evaluation for the application is confidential and shall not be made publicly 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.

3.2.2. Detailed rules governing the merit-based evaluation

Reviewers and members of the Team for Students' Programmes carry out merit-based evaluation of candidates based on the following criteria:

Item	Description of the criterion	Person carrying out the evaluation	Score
1.	Choice of topic and concept of the master's thesis	Reviewer	0-7
2.	Description of planned research and the means of carrying it out	Reviewer	0-7
3.	Grade average over the course of studies	Team for Students' Programmes	0-4
4.	Overall evaluation of the application	Team for Students' Programmes	0-2
Total:			0-20

Team for Students' Programmes awards points for grade average in relation to the Polish system of grading, in line with the following guidelines:

Grade average	Points
up to 2.9	0
3.0-3.5	1
3.6-3.9	2
4.0-4.5	3
4.6-5.0	4

The grade average obtained in countries using a different grading system than the one existing in Poland will be converted to a grade average compliant with the Polish grading system by means of a system established for the purpose of converting grades between different countries. If there are any doubts concerning the conversion or if the conversion cannot be carried out, NAWA will request the Polish embassies and consular posts abroad to provide it with information about the grades equivalent to the ones used in Poland.

Students of second-degree studies in Poland in the field of engineering and technical sciences, agricultural sciences as well as exact and natural sciences who have a recommendation from the provost of the HEI for granting a NAWA scholarship and meet one of the following conditions: in the course of

studies so far the average of their grades has been at least 4.75 or they have been finalists of international student contests in relevant fields, shall be exempted from the evaluation carried out by the reviewer and grade evaluation carried out by the Team for Students' Programmes – these Applicants shall score the maximum number of points for relevant components of the merit-based evaluation. The premium criterion shall be applicable in this regard.

In order to successfully pass the merit-based evaluation, the Applicant has to score at least 10 points in total, including no less than 3 points for criterion no 1 – Description of the topic and concept of the master's thesis and criterion no 2 – Description of planned research and the means of carrying it out.

In justified cases, NAWA Director may extend the deadline for carrying out merit-based evaluation.

3.2.3. Closing the call for applications and informing about its results

The Team for Students' Programmes prepares the ranking list of candidates based on the total number of points awarded to them during the evaluation of the synopsis of the master's thesis and the grade average over the course of first-degree studies. This list shall then be submitted for the approval of the Agency Director, along with recommendations for granting scholarships to particular candidates.

The ranking list shall include:

1. applications which received a positive merit-based evaluation and which were recommended for the scholarship;
2. applications with a positive merit-based evaluation put on the reserve list, which shall receive financing if the agreement with another Applicant eligible for financing shall not be signed. In such a case, financing shall be granted to persons ranked lower on the ranking list, taking into account the score awarded to them as a result of merit-based evaluation;
3. applications with a negative merit-based evaluation, i.e. applications which in the course of the merit-based evaluation scored less than 10 points or less than 3 points for criterion no 1 – Description of the topic and concept of the master's thesis and criterion no 2 – Description of planned research and the means of carrying it out. These applications shall be considered as failing to meet the quality criteria and the Applicant shall not receive financing, even if there are sufficient funds available under the Programme.

The NAWA Director issues a decision on granting or refusing to grant funding under the Programme to candidates based on the total number of points scored by them over the course of merit-based evaluation and taking into account the number of vacancies under the Programme.

The NAWA Director may decide not to grant funding to applications which were recommend for financing. The reasons for a refusal of financing include:

- 1) the Applicant being in arrears with liabilities towards NAWA;

- 2) NAWA becoming aware of information affecting the process of allocating funds for the implementation of the Programme;
- 3) lack of funds;
- 4) other circumstances that prevent the candidate from participating in the Programme.

Decision of the NAWA Director awarding the right to enrol in and pursue studies and other form of education (a preparatory course), granting a scholarship and waiving education fees (only for public HEIs) or refusing to grant a scholarship under the Programme, shall be sent to the Applicant via NAWA's ICT system. The list of Beneficiaries shall be published on NAWA's page in the Public Information Bulletin.

The aforementioned decision of the NAWA Director covers the period of the preparatory course and the period of studies.

3.3. Candidates' approval by institutions responsible for preparing students for studies in Poland

Studies under the Programme are preceded by a preparatory course related to undertaking studies in Poland, which is also financed from NAWA scholarship; the courses are not addressed to Applicants were enrolled in second-degree studies at the time of the call for applications under the Programme. The course aims to teach the participants Polish, familiarise them with Polish history and culture and serve as an introduction to subjects related to the course of their future studies.

Persons declared to be eligible for taking part in the course preceding the actual studies in Poland under the Programme complete the course at an institution indicated by NAWA. Assignment to the different institutions shall be contingent on the planned field of studies and the number of available vacancies.

3.4. Candidates' approval by higher education institutions in Poland

In order to commence their studies, the persons declared to be eligible for taking part in the Programme shall be obliged to meet all formal requirements indicated by HEI, including presenting the original of the certificate of completion of first-degree studies, legalised or stamped with an apostille by the institution authorised to do so in the country of issue.

Polish HEIs operate under a system of electronic registration of candidates. Persons willing to commence studies under the Programme should register in HEIs Internet systems on dates indicated by HEIs and in accordance with rules governing foreigner registration, on conditions of a NAWA scholarship. Persons taking part in the preparatory course register according to the aforementioned rules and conditions while the preparatory course is still in progress.

Final decisions regarding admissions of candidates are taken by the HEIs. Non-public HEIs shall also specify the financial conditions of education. NAWA does not reimburse registration fees.

3.5. Appeal procedure

1. The Applicant, having received information about their application being left out of consideration or the NAWA Director's decision on the refusal to grant funding, may request the Director to reconsider, if any formal infringements were identified during the procedure of allocating funds.
2. The request to reconsider the case shall only cover reservations related to formal issues in the process of granting funds, and not to the validity of the merit-based evaluation. Submitting the request for reconsideration for other reasons shall result in a decision stating the inadmissibility of the request for reconsideration.
3. The request for reconsideration should be submitted to the Director within 14 days from the date of the decision or information about the request having been left without consideration, to the following address:
Polish National Agency for Academic Exchange
ul. Polna 40
00-635 Warsaw
4. When:
 - a decision is issued stating the inadmissibility of the request for reconsideration;
 - the NAWA Director issues a decision refusing to grant funds in the case the request for reconsideration has been accepted;
 - the NAWA Director issues a decision refusing to grant funds or upholding the decision of the NAWA Director to refuse to grant funds,The Applicant may lodge a complaint with the Regional Administrative Court in Warsaw, ul. Jasna 2/4, 00-013 Warsaw. The complaint shall be lodged through the Director of the Polish National Agency for Academic Exchange located at ul. Polna 40, 00-635 Warsaw, within 30 days from the receipt of the aforementioned decision.
5. No person who at any stage was performing any activities related to the application or was involved in its evaluation is allowed to participate in the examination of the request for reconsideration. When considering the aforementioned requests, the Director may consult external experts.

4. SCHOLARSHIP AGREEMENT

The Applicant shall gain Beneficiary status when they sign the Programme agreement.

The scholarship agreement with the Beneficiary shall be signed on the basis of the Director's decision on granting funds under the Programme. Based on the decision of the NAWA Director, Beneficiaries undertake and complete the preparatory course, respectively, prior to beginning the actual course of studies in Poland, then – they commence with their studies (Beneficiaries who during the call for applications were enrolled in the second-degree studies in Poland shall continue their studies).

The Agreement shall be concluded between the Polish National Agency for Academic Exchange and the Beneficiary through the centre carrying out the course or the HEI, respectively, by 31 October of a given year when the Beneficiary began the course, actual course of studies, or continued with previous

studies, or by 31 March in the case of persons beginning their studies in the summer semester of a given academic year.

The Beneficiary shall sign a single agreement – concerning both the preparatory course and studies covered by the scholarship.

The Beneficiary shall sign the agreement in two copies. The centre or the HEI shall send signed copies of the agreement to the Polish National Agency for Academic Exchange.

The model agreement form constitutes attachment no 4 to these Regulations.

5. RIGHTS AND OBLIGATIONS OF THE PROGRAMME BENEFICIARY

1. Under the Agreement, the Beneficiary shall, in particular:

- provide the Agency with a HEI-issued certificate confirming admission to studies in a given field and indicating the studies' period, within 14 days from being admitted;
- legalise their stay in Poland for a definite period of time and present, at the institution conducting the preparatory course and the HEI, respectively, a document certifying the legality of the stay by 30 November of each year;
- regularly attend the classes provided for in the curriculum of the preparatory course or the studies;
- observe the provisions of these Regulations and the scholarship agreement, as well as the rules governing the completion the preparatory course or studies, pursuant to the provisions in force at the centre and the HEI conducting such course or studies;
- submit annual reports in a timely manner;
- participate in events organised by the Agency;
- participate in Programme evaluation – fill in the evaluation questionnaire and participate in other evaluation activities carried out by NAWA;
- have health insurance and provide the institution conducting the preparatory course and the HEI with a confirmation of having health insurance by 30 November of each year. Beneficiaries may insure themselves by signing an agreement with the National Health Fund;
- inform NAWA about any events and situations that may affect the Beneficiary's performance under the Programme, including being granted student leave.

2. Beneficiary has the right to:

- receive scholarship pursuant to the Programme Regulations;
- change their field of studies in the following manner:

Changing a field of studies is allowed within the same scientific discipline, specified in the Regulation of the Minister of Science and Higher Education of 20 September 2018 on the fields of study as well as scientific and artistic disciplines. Changing the field of studies to one outside the same scientific discipline shall not be allowed.

Changing the field of studies prior to the Beneficiary's enrolment in the preparatory course shall not be possible.

Beneficiary who is enrolled in a course or studies and who wishes to change his field of studies has to file an application to NAWA along with relevant justification and opinion of the institution or HEI in which the Applicant receives education. The application is submitted via the above-mentioned institution or HEI.

- change the HEI where the Beneficiary plans to enrol or is already enrolled in studies, in the following manner:

The Beneficiary who is already enrolled in a course or studies and who wishes to change the HEI has to submit an application to NAWA together with an opinion of the institution responsible for conducting the course (where applicable) and the promise of admission given by the chosen target HEI. The application shall be submitted via the above-mentioned institution responsible for conducting the course or via an appropriate HEI.

- change the period of participation in the preparatory course in the following manner:

Beneficiaries who have completed two semesters of the course and whose planned studies in Polish start from the summer semester of the upcoming academic year are entitled to have their participation in the course extended by one semester.

Beneficiaries who have completed one semester of the course and whose planned studies in a language other than Polish start from the summer semester of the current academic year are entitled to have their participation in the course shortened by one semester.

Beneficiaries who wishes to extend or shorten their participation in the course have to file an application to NAWA along with relevant justification and opinion of the institution conducting the given course. The application shall be submitted via the above-mentioned institution.

If the studies commence from the winter semester of the next academic year, the Beneficiary cannot shorten his participation in the preparatory course, regardless of the language in which the studies are to be conducted.

In other justified cases, the Beneficiary may submit a request to NAWA to have his Polish language course extended by one additional semester via the institution conducting this course – this request has to be duly justified and accompanied by the institution's recommendation.

Decisions regarding the possibility of changing the HEI, the field of study and the period of participation in the preparatory course, as well as the financial conditions of these changes, are made by the NAWA Director based on the opinions of the Team for Students' Programmes (the opinions of the Team are not required for changing the field of study within the same scientific discipline, as defined in the Regulations).

6. RULES GOVERNING SCHOLARSHIP PAYMENT

1. NAWA Director's scholarship is granted for the duration of the preparatory course and for the regulatory period of studies, i.e. for the number of semesters indicated in the regulations applicable to given studies.
2. NAWA Director's scholarship shall be paid once a month via the institution conducting the course or via the HEI.
3. NAWA's Beneficiaries shall be obliged to collect a living allowance scholarship from a single source only, i.e. exclusively from the funds granted to them in view of the fact that they are Beneficiaries of the Programme.
The living allowance scholarship can be collected by Beneficiaries found eligible for foreign scholarship stays under the Erasmus+ Programme or for study stays under the inter-HEI exchange organised by their home HEI. In order to keep the scholarship, the Beneficiary has to submit an application to NAWA along with appropriate justification and the opinion of HEI organising the scholarship/exchange.
4. For the duration of the preparatory course, the scholarship shall amount to PLN 1,700 per month (Beneficiaries do not have the status of students, which means that they cannot take advantage of concessions applicable to students, e.g. urban transport discounts).
5. In the case of students of second-degree studies, the scholarship shall amount to PLN 1,500 per month.
6. For the duration of their studies, Beneficiaries shall also receive:
 - during the first year of studies, the first monthly scholarship plus PLN 500 to cover the costs of relocating to Poland – this bonus amount shall not be granted to people who were not students of second-degree studies in Poland at the time of announcing the call for applications under the Programme;
 - during the last year of studies, the last monthly scholarship plus PLN 500 to cover the costs related to drafting their dissertation.
7. In the case of a documented instance of a force majeure, the NAWA Director may – upon the Beneficiary's written request – increase the amount of their monthly scholarship by PLN 500 on a one-off basis on account of this instance of force majeure. NAWA shall pay out this part of the scholarship to Beneficiary's individual account.
8. The scholarship shall be granted for the preparatory course, as well as for a single form of education and for one degree course. Beneficiaries may simultaneously undertake another form of education or a parallel degree course in a different field of study with the consent and on conditions set by HEI; however, in such a case, they shall not be entitled to receive scholarship nor additional funding from NAWA.
9. The scholarship shall be paid out for the maximum of 12 months, in a given academic year starting from the first month of classes under the preparatory course and the degree course; in the case of Beneficiaries who continue their second-degree studies started earlier in Poland – beginning from October of the year in which they have been awarded the scholarship.
10. In order to continue to receive the scholarship in the following academic year, the Beneficiary is required to submit a correct and complete Report referred to in part 7 of these Regulations.

11. The scholarship payment shall be suspended (temporarily withheld), if the Beneficiary:
- repeats a semester or full year of the preparatory course or studies;
 - is on a student leave (or a similar justified leave of absence);
 - stays outside of Poland for more than 30 days – except for making a visit with the HEI's approval, e.g. as part of the Erasmus+ programme.

Once the reasons for the suspension of the scholarship cease, the Beneficiary may submit a request to the Agency, via the institution conducting the course or HEI, to reinstate the scholarship.

12. Upon the Beneficiary's request approved by the Team for Students' Programmes, the NAWA Director shall establish the financial conditions applicable to education while scholarship payments are suspended, i.e. exemption from fees.
13. The scholarship shall be withdrawn (deprivation of the right to collect the scholarship) and the agreement with the Beneficiary terminated, if the Beneficiary:

- repeats a semester or a full year of the preparatory course or studies more than once;
- was removed from the list of course participants by the institution conducting the preparatory course or removed from the student list by the HEI;
- provided incorrect information on the basis of which funds have been granted to the Beneficiary;
- obtained a permanent residence permit or Polish citizenship over the course of their education;
- has been subject to a disciplinary penalty or convicted by a valid court judgment for an offence committed intentionally or for an intentional tax offense;
- has been staying in Poland illegally or failed to present a document confirming the legality of their stay on the territory of the Republic of Poland;
- is not covered by health insurance or did not submit a document certifying that they are covered by health insurance;
- failed to submit or did not correct their annual report;
- violates the relevant provisions of the agreement or these Regulations other than those mentioned above.

14. Should the scholarship be withdrawn on account of the Beneficiary re-taking a year or semester more than once, the decision determining the financial conditions for allowing the Beneficiary to continue the preparatory course or studies shall be taken by the institution conducting the course or HEI. The Beneficiary may continue their education without having to incur education fees and without a scholarship from NAWA, provided that they have the consent of the relevant institution or HEI.

Participation in the Programme shall not entitle the Beneficiaries to receive any other benefits in addition to those mentioned above.

7. REPORTING

1. In the course of their education, NAWA's Beneficiaries shall be obliged to submit annual reports for the past academic year by:

- 15 October of a given year (in the case of Beneficiaries beginning their studies in the summer semester of a given academic year, their first report shall be a semester report: covering the first semester of their studies)

confirming that a given Beneficiary successfully passed the academic year and presenting their grade average.

2. The first report has to be submitted after the completion of a preparatory course; in the case of Beneficiaries continuing their second-degree studies that began prior to the call for applications under the Programme, the report has to be submitted after the completion of the first year of studies under the Programme.
3. Beneficiaries shall be informed about the means of submitting the report via NAWA's website or by e-mail.
4. If an incorrect or incomplete report was submitted, the Beneficiary shall be obliged to correct or supplement the report within 14 days from the date of receiving the information about the need for correcting or supplementing the report.
5. Sending a correctly filled in and complete report as well as completing the preparatory course or academic year shall be the condition for commencing scholarship payments in the following academic year.
6. The Beneficiary who fails to submit the report confirming their completion of the preparatory course or the last academic year in due time shall be deprived of the right to receive scholarship from NAWA in the coming academic year. If they received the scholarship which they were not entitled to receive, the Beneficiary may be called upon to return the relevant funds.

8. EVALUATION

The Beneficiaries are required to participate in the Programme evaluation carried out by NAWA. Taking part in the evaluation entails filling in annual evaluation questionnaires in which the Beneficiary offers his opinion on various aspects of participating in the Programme during the last academic year. The questionnaire shall be submitted following the completion of each academic year, by 15 October, along with the report referred to in point 7. Submission of the questionnaire shall constitute a prerequisite for paying out the scholarship in a given academic year. Taking part in the evaluation shall also entail the Beneficiary's participation in separate evaluation surveys commissioned by NAWA and carried out in line with the adopted survey methodology. It is assumed that the Beneficiary who is taking part in the Programme may be invited to participate in the survey twice and once within 2 years from the date on which he ceased to collect the scholarship. NAWA intends to carry out an online survey among all of the Programme's alumni in order to identify their patterns of professional development and education since their participation in the Programme ended.

NAWA guarantees full confidentiality of the opinions and information provided by the Beneficiary within the framework of the Programme evaluation and guarantees that the data obtained from the

Beneficiary within the framework of the evaluation will have no influence on the conditions of paying out the scholarship to the Beneficiary.

9. AMENDMENTS TO THE REGULATIONS

NAWA reserves the right to amend these Regulations over the course of the call for applications, except for amendments resulting in unequal treatment of the Applicants, unless a necessity to introduce such amendments arises from the generally applicable law. Introduced amendments shall apply from the moment of their publication, effected in the way analogous to the announcement of the call for proposals. Applications submitted prior to the publication of amendments to the Regulations need to be resubmitted or supplemented by the Applicant, if their content is not in line with introduced amendments. NAWA shall notify all Applicants who submitted their applications prior to the publication of amendments to the Regulations about the introduced changes by sending relevant information via the Agency's ICT system or by e-mail to the e-mail address indicated in the application. At the same time NAWA reserves the right to introduce changes to the Regulations, which are of organising and clarifying nature, as well as in order to rectify obvious mistakes in the Regulations, without separately informing about modifications introduced, subject to publication of the contents of the Regulations taking into account modifications made, which at the same time is the moment, from which they shall be in force.

NAWA reserves the right to cancel a call for proposals, particularly when substantial changes are made to provisions of law affecting the conditions for carrying out a call for proposals, instances of force majeure or in other justified cases.

All information necessary for the proper conduct of the call of proposals is placed by NAWA on the website www.nawa.gov.pl. It is recommended that the Applicants keep themselves up to date with the information published on this website.

10. PERSONAL DATA PROTECTION

The Agency shall act as the personal data controller for the Applicants, Beneficiaries and contact persons. The data will be used for:

- carrying out the call for applications under the Programme;
- selecting Beneficiaries and concluding scholarship agreements with them;
- execution of concluded scholarship agreements.

Beneficiary's personal data may be transferred to NAWA's employees, external experts, diplomatic and consular posts, employees of institutions responsible for carrying out the preparatory course or HEI staff members for the purposes related to the implementation of the above-mentioned objectives. Personal data shall be transferred to the aforementioned persons or entities outside the European Economic Area (European Union Member States, Iceland, Norway and Liechtenstein) in line with the standard data protection clauses adopted or approved by the European Commission. The data subject shall be entitled to receive a copy of the data transferred outside of the EEA.

The legal basis for the processing of personal data is Article 6(1)(b) of the General Data Protection Regulation (GDPR). Provision of data is voluntary, but necessary to take part in the call for applications or to sign the scholarship agreement. Refusal to provide data shall be tantamount to the rejection of the application.

Personal data:

- of the Applicants – will be used for a period of 5 years from the date of announcing the results of call for applications;
- of the Beneficiaries – will be used for a period of 5 years from the termination of the scholarship agreement;
- of the contact persons – will be used for a period of 5 years from the termination of the scholarship agreement.

The data subjects shall be entitled to:

- request the Agency to provide access to their personal data;
- correct, remove or limit the use of their personal data;
- transfer their personal data;
- lodge a complaint with the supervisory body (President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw).

- in line with the rules specified in the GDPR.

Contact details of the Data Protection Officer: Adam Klimowski, odo@nawa.gov.pl.

11. CONTACT WITH NAWA

Contact person, Department of Programmes for Students:

Agnieszka Dorociak

e-mail: agnieszka.dorociak@nawa.gov.pl

tel.: 0048 22-390-35-52

12. ATTACHMENTS

Attachment No 1: List of countries whose citizens may apply for a scholarship under the Programme

Attachment No 2: Template of the medical certificate

Attachment No 3: List of accepted English language proficiency certificates

Attachment No 4: Template of the agreement with Beneficiary

Attachment No 1: List of countries whose citizens may apply for a scholarship under the Programme

Priority countries	The other countries	
Angola	Afghanistan	Mali
Ethiopia	Algeria	Morocco
the Philippines	Antigua and Barbuda	Mauritania
India	Argentina	Mauritius
Indonesia	Bangladesh	Micronesia
Kenya	Belize	Mongolia
Colombia	Benin	Montserrat
Lebanon	Bhutan	Mozambique
Mexico	Bolivia	Namibia
Myanmar	Botswana	Nauru
Nigeria	Brazil	Nepal
Palestine	Burkina Faso	Niger
Peru	Burundi	Nicaragua
Republic of South Africa	Cape Verde	Niue
Senegal	Chad	Pakistan
Tanzania	Democratic Republic of the Congo	Palau
Uganda	Dominica	Panama
Vietnam	Djibouti	Papua New Guinea
	Egypt	Paraguay
	Ecuador	South Sudan
	Eritrea	Dominican Republic
	Eswatini	Central African Republic
	Fiji	Rwanda
	Gabon	El Salvador
	Gambia	Samoa
	Ghana	São Tomé and Príncipe
	Grenada	Sierra Leone
	Guyana	Somalia
	Guatemala	Sri Lanka
	Guinea	Swaziland
	Equatorial Guinea	Sudan
	Guinea-Bissau	Suriname
	Haiti	Syrian Arab Republic
	Honduras	Thailand
	Iraq	Timor-Leste
	Iran	Togo
	Jamaica	Tokelau
	Yemen	Tonga
	Jordan	Tunisia
	Cambodia	Tuvalu
	Cameroon	Vanuatu
	Kiribati	Wallis and Futuna
	the Comoros	Venezuela

	Congo	Côte d'Ivoire
	Democratic People's Republic of Korea	Saint Helena
	Costa Rica	Saint Lucia
	Cuba	the Cook Islands
	Lao People's Democratic Republic	the Marshall Islands
	Lesotho	the Solomon Islands
	Liberia	Saint Vincent and the Grenadines
	Libya	The West Bank and the Gaza Strip
	Madagascar	Zambia
	Malawi	Zimbabwe
	Maldives	
	Malaysia	

Attachment No 2: Template of the medical certificate

.....
official stamp of the institution/pieczęć jednostki

Medical certificate/ Zaświadczenie lekarskie

stating that there are no contraindications to undertake education in a chosen field of study and form of education/ Zaświadczenie lekarskie stwierdzające brak przeciwwskazań do podjęcia kształcenia na studiach wyższych

Name and Surname/Imię i Nazwisko:

.....

Date of birth/Data urodzenia:

.....

Field of study/kierunek studiów:

.....

- This is to confirm that there are no contraindications to study at the field of study/ Może podjąć kształcenie na powyższym kierunku studiów
- This is to confirm that there are contraindications to study at the field of study/ Istnieją przeciwwskazania do podjęcia kształcenia na powyższym kierunku studiów

Recommendations/zalecenia:

.....
Date, Doctor's stamp and signature/Data, Pieczęć i podpis lekarza

Attachment No 3: List of accepted English language proficiency certificates

ENGLISH LANGUAGE PROFICIENCY

List of certificates confirming the knowledge of the English language at least at B2 level issued by the following institutions / examination boards:

University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia, in particular the following certificates:

- International English Language Testing System (Academic) IELTS — at least 5.5 points.

Certificates issued by institutions affiliated with the Association of Language Testers in Europe (ALTE) – ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular the following certificates:

- First Certificate in English (FCE)
- Certificate in Advanced English (CAE)
- Certificate of Proficiency in English (CPE)
- Business English Certificate (BEC) Vantage – at least a “Pass” mark
- Business English Certificate (BEC) Higher
- Certificate in English for International Business and Trade (CEIBT)

Educational Testing Service (ETS) – in particular the following certificates:

- Test of English as a Foreign Language (TOEFL iBT) – at least 87 points in the Internet-Based Test (iBT)
- TOEFL ITP Assessment Series – at least 543 points (TOEFL ITP)
- Test of English as a Foreign Language (TOEFL CBT) – at least 180 points in the Computer-Based Test (CBT), and at least 50 points in the Test of Spoken English (TSE)
- Test of English as a Foreign Language (TOEFL PBT) – at least 510 points in the Paper-Based Test (PBT), at least 3.5 points in the Test of Written English (TWE) and at least 50 points in the Test of Spoken English (TSE)
- Test of English for International Communication (TOEIC) – at least 700 points
- European Consortium for the Certificate of Attainment in Modern Languages (ECL)

City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute:

- English for Speakers of Other Languages (ESOL) – First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level
- International English for Speakers of Other Languages (IESOL) – “Communicator” level, “Expert” level, “Mastery” level
- City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening), Communicator level (B2) 500/1765/2
- City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening), Expert (C1) 500/1766/4
- City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening), Mastery (C2) 500/1767/6

- Spoken English Test (SET) for Business – Stage A: “Communicator” level, Stage B: “Expert” level, Stage C: “Mastery” level
- English for Business Communications (EBC) – Level 2, Level 3; English for Office Skills (EOS) – Level 2

Edexcel, Pearson Language Tests, Pearson Language Assessments (PTE):

- London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International)
- London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International)
- London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International)

Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board:

- London Chamber of Commerce and Industry Examinations (LCCI) – English for Business Level 2, English for Business Level 3, English for Business Level 4
- London Chamber of Commerce and Industry Examinations (LCCI) – Foundation Certificate for Teachers of Business English (FTBE)
- London Chamber of Commerce and Industry Examinations (LCCI) – English for Tourism Level 2 – „Pass with Credit” level, „Pass with Distinction” level

telc GmbH, WBT Weiterbildungs-Testsysteme GmbH certificates:

- B2 Certificate in English
- B2 Certificate in English for Business Purposes
- Certificate in English for Technical Purposes (B2)
- telc English B2
- telc English B2 Business
- telc English B2 Technical
- telc English C1

Attachment No 4: Template of the agreement with Beneficiary
IDENTIFICATION CARD TO THE AGREEMENT WITH A BENEFICIARY

CONTRACT DATA		
NAWA Decision number	[number]	
NAWA Agreement number	[number]	
Start date	[date]	
End date	[date]	
BENEFICIARY DATA		
Beneficiary	[first name and surname]	
Address	[street, building no /apartment no/ postal code/city/ country]	
ID number or Passport number	[if applicable]	
PESEL	[if applicable]	
FINANCING		
Granted funds	[amount]	[currency symbol]

DECLARATION OF A BENEFICIARY

I confirm the compliance of these data with the actual and legal status and acknowledge that this page to the contract is its integral part.

.....

(Place, date)

.....

(Signature of the Beneficiary)

AGREEMENT NO .../...

Concluded in Warsaw (hereinafter referred to as the "Agreement"), between:

The Polish National Agency for Academic Exchange established in Warsaw, ul. Polna 40, 00-635 Warszawa, NIP: 5272820369, REGON (statistical identification number): 368205180, hereinafter referred to also as the "**Agency**",

represented by its legal representative for the purpose of concluding this Agreement,
and

[Name and surname], citizen of [name], residing at ul. [residence address], identity card / passport no.: [number], hereinafter referred to as the “Beneficiary”,

hereinafter jointly referred to as the “Parties”,

reading as follows:

§1

Subject of the Agreement

1. The subject of the Agreement is the Beneficiary’s completion of the Ignacy Łukasiewicz Scholarship Programme – second-degree studies (hereinafter referred to as the „Programme”), co-financed by the Agency, pursuant to the decision no. [number] of [date].
2. The programme will be carried out in accordance with the rules provided for in this Agreement.
3. The programme covers the completion of the preparatory course and studies by the Beneficiary within the time period specified in the Regulations.
4. The Agency Director awarded the Beneficiary funds which are meant to allow him to complete the Programme, whose maximum amount totals PLN [amount] (say: [value] PLN .../100).
5. The funds referred to in section 4 were granted for the period of [number] months from [date] until [date], i.e.:
 - for completing the preparatory course: for the period of [number] months from [date] until [date] to the maximum amount of PLN [amount] (say: [value] PLN .../100),
 - for completing the second-degree studies: for the period of [number] months from [date] until [date] the maximum amount of PLN [amount] (say: [value] PLN .../100).

§2

Terms and conditions of the Agreement

1. The Agency and the Beneficiary undertake to execute the Agreement on the basis of:
 - 1) generally applicable provisions of the law,
 - 2) provisions of the Agreement,
 - 3) the Beneficiary’s application submitted in the call for applications under the Programme,
 - 4) the Regulations of the Programme applicable as at the date of the conclusion of the Agreement.
2. Declarations submitted in the call for applications under the Programme shall be binding for the duration of the Agreement.
3. The Agency shall not be liable for any damages incurred by the Beneficiary or third parties arising from the performance of the Agreement.

§3

Obligations of the Beneficiary

Under the Agreement, the Beneficiary shall, in particular:

- 1) provide the Agency with a HEI-issued certificate confirming admission to studies in a given field and indicating the studies' period, within 14 days from being admitted;
- 2) legalise their stay in Poland for a definite period of time and present, at the institution conducting the preparatory course and the HEI, a document certifying the legality of the stay by 30 November of each year;
- 3) regularly attend the classes provided for in the curriculum of the preparatory course or the studies;
- 4) observe the provisions of these Regulations and the scholarship agreement, as well as the rules governing the completion the preparatory course or studies, pursuant to the provisions in force at the centre and the HEI conducting such course or studies;
- 5) submit annual reports in a timely manner;
- 6) participate in events organised by the Agency;
- 7) participate in Programme evaluation – fill in the evaluation questionnaire and participate in other evaluation activities carried out by the Agency;
- 8) have health insurance and provide the institution conducting the preparatory course and the HEI, respectively, with a confirmation of having health insurance by 30 November of each year;
- 9) inform the Agency about any events and situations that may affect the Beneficiary's performance under the Programme, including being granted a student leave.

§4

Rules of financing. Rules for suspending financing

1. Agency Director's scholarship is granted for the duration of the preparatory course and for the regulatory period of studies, i.e. for the number of semesters indicated in the regulations applicable to given studies.
2. Agency Director's scholarship shall be paid once a month via the institution conducting the course or via the HEI.
3. The Agency's Beneficiary shall be obliged to collect a living allowance scholarship from a single source only, i.e. exclusively from the funds granted to them in view of the fact that they are Beneficiaries of the Programme. The living allowance scholarship can be collected by Beneficiaries found eligible for foreign scholarship stays under the Erasmus+ Programme or for study stays under the inter-HEI exchange organised by their home HEI. In order to keep the scholarship, the Beneficiary has to submit an application to the Agency along with appropriate justification and the opinion of HEI organising the scholarship/exchange.
4. The Agreement shall entitle the Beneficiary to the following funds:
 - 1) scholarship in the amount of PLN 1,700 (say: seventeen hundred PLN 00/100) per month of being enrolled in a preparatory course;
 - 2) scholarship in the amount of PLN 1,500 (say: fifteen hundred PLN 00/100) per month of being enrolled in second-degree studies;
 - 3) during the first year of studies, the first monthly scholarship plus PLN 500 to cover the costs of relocating to Poland – this bonus amount shall not be granted to people who were not students of second-degree studies in Poland at the time of announcing the call for applications under the Programme;

- 4) during the last year of studies, the last monthly scholarship plus PLN 500 to cover the costs related to drafting their dissertation.
5. In the case of a documented event of force majeure, the Agency Director may, upon the Beneficiary's written request, allow a one time PLN 500 (say: five hundred PLN 00/100) increase of the scholarship paid to them in a given month, on account of the said event of force majeure. Agency shall pay out this part of the scholarship to the Beneficiary's individual account.
6. The scholarship shall be granted for the preparatory course, as well as for a single form of education and for one degree course. Beneficiaries may simultaneously undertake another form of education or a parallel degree course in a different field of study with the consent and on conditions set by HEI; however, in such a case, they shall not be entitled to receive scholarship nor additional funding from the Agency.
7. The scholarship shall be paid out for the maximum of 12 months, in a given academic year starting from the first month of classes under the preparatory course and the degree course; in the case of Beneficiaries who continue their second-degree studies started earlier in Poland – beginning from October of the year in which they have been awarded the scholarship.
8. In order to continue to receive the scholarship in the following academic year, the Beneficiary is required to submit a correct and complete report referred to in § 6(1).
9. The condition for payment of financial resources granted under the Agreement is that the Agency has the funds to implement the Ignacy Łukasiewicz Scholarship Programme – second-degree studies. The Agency shall not be held responsible for the actions or neglect of the institution conducting the course or the HEI, especially delaying or defaulting on payments of the granted funds.
10. The payout of the scholarship shall be suspended if the Beneficiary:
 - i. repeats a semester or full year of the preparatory course or studies;
 - ii. is on a student leave (or a similar justified leave of absence);
 - iii. stays outside of Poland for more than 30 days – except for making a visit with the HEI's approval, e.g. as part of the Erasmus+ Programme.Once the reasons for the suspension of the scholarship cease, the Beneficiary may submit a request the Agency, via the institution conducting the course or HEI, to reinstate the scholarship.
11. Upon the Beneficiary's request approved by the Team for Students' Programmes, the Agency Director shall establish the financial conditions applicable to education while scholarship payments are suspended, i.e. exemption from fees.

§5

Insurance

1. Beneficiaries starting their education in Poland are obliged to have health insurance.
 - 1) Beneficiaries being nationals of one of the European Union Member States shall be obliged to hold the European Health Insurance Card, provided they are insured in that Member State;
 - 2) Beneficiaries not holding the European Health Insurance Card may insure themselves voluntarily by signing an agreement with the National Health Fund.

2. By 30 November each year, the Beneficiary is obliged to submit at the institution conducting the preparatory course or the HEI, respectively, a confirmation of holding a health insurance.

§6

Reports of the Beneficiary

1. In the course of education, the Beneficiary shall be obliged to submit annual reports for the last academic year by 15 October of a given year, confirming that a given Beneficiary successfully passed the academic year and presenting their grade average. In the case of Beneficiaries beginning their studies in the summer semester of a given academic year, their first report shall be a semester report: covering the first semester of their studies.
2. The first report has to be submitted after the completion of a preparatory course; in the case of Beneficiaries continuing their second-degree studies that began prior to the call for applications under the Programme, the report has to be submitted after the completion of the first year of studies under the Programme.
3. Beneficiaries shall be informed about the means of submitting the report via the Agency's website or by e-mail.
4. If an incorrect or incomplete report was submitted, the Beneficiary shall be obliged to correct or supplement the report within 14 days from the date of receiving the information about the need for correcting or supplementing the report.
5. Sending a correctly filled in and complete report as well as completing the preparatory course or academic year shall be the condition for commencing scholarship payments in the following academic year.
6. The Beneficiary who fails to submit the report confirming their completion of the preparatory course or the last academic year in due time shall be deprived of the right to receive scholarship from the Agency in the coming academic year. If they received the scholarship which they were not entitled to receive, the Beneficiary may be called upon to return the relevant funds.

§7

Rules of project evaluation

1. The Beneficiary shall be obliged to participate in the Programme's evaluation studies conducted or commissioned by the Agency.
2. The Beneficiary shall be obliged to complete an online evaluation questionnaire, which the Agency may conduct after the end of a given academic year, by 15 October.
3. The Beneficiary undertakes to complete an online questionnaire which the Agency may conduct within 2 years from the end of the period of receiving the scholarship, with the aim of identifying the paths of professional development and education since the end of the Programme.
4. The Agency guarantees the full confidentiality of the opinions and information provided by the Beneficiary within the framework of the evaluation of the Programme and that the data obtained

from the Beneficiary within the framework of the evaluation will have no bearing on the conditions of paying the scholarship to the Beneficiary.

§8

Rules of Agreement termination, force majeure

1. The Agency may terminate the Agreement and suspend the right to collect scholarship with immediate effect if the Beneficiary:
 - 1) repeats a semester or a full year of the preparatory course or studies more than once,
 - 2) was removed from the list of course participants by the institution conducting the preparatory course or removed from the student list by the HEI,
 - 3) provided incorrect information on the basis of which funds have been granted to the Beneficiary,
 - 4) obtained a permanent residence permit or Polish citizenship over the course of their education,
 - 5) has been subject to a disciplinary penalty or convicted by a valid court judgment for an offence committed intentionally or for an intentional tax offense,
 - 6) has been staying in Poland illegally or failed to present a document confirming the legality of their stay on the territory of the Republic of Poland,
 - 7) is not covered by health insurance or did not submit a document certifying that they are covered by health insurance,
 - 8) failed to submit or did not correct their annual report,
 - 9) violates the relevant provisions of the agreement or these Regulations other than those mentioned above.
2. The termination of the Agreement requires a written form under pain of nullity.
3. Should the scholarship be withdrawn on account of the Beneficiary re-taking a year or semester more than once, the decision determining the financial conditions for allowing the Beneficiary to continue the preparatory course or studies shall be taken by the institution conducting the course or HEI. The Beneficiary may continue their education on conditions that do not entail incurring any education fees and without a scholarship from the Agency, provided that they have the consent of the relevant institution or HEI.
4. The Parties shall be exempted from liability for failure to fulfil their obligations under the Agreement for reasons of force majeure.
5. By force majeure, the Parties shall understand, in particular: external events beyond the control of the Parties, affecting the performance of the Agreement and being of extraordinary, unforeseeable and unavoidable nature, which occurred after the conclusion of the Agreement.
6. A Party may invoke the occurrence of the circumstances of force majeure only if, without delay, but no later than within 3 days, it informs the other Party, via email, of the occurrence of force majeure, and presents a description of the situation or event, expected duration of force majeure and the foreseeable effects of the occurrence of force majeure.
7. The Parties shall take the necessary measures to reduce the damage caused by force majeure and make every effort to resume the performance of the Agreement as soon as possible.

§9

Rules of personal data protection, dissemination of the image

1. The Agency shall act as the personal data controller for the Applicants, Beneficiaries and contact persons. The data will be used for:
 - carrying out the call for applications under the Programme,
 - selecting Beneficiaries and concluding scholarship agreements with them,
 - execution of concluded scholarship agreements.
2. Beneficiary's personal data may be transferred to the Agency's employees, external experts, diplomatic and consular posts, employees of institutions responsible for carrying out the preparatory course or HEI staff members for the purposes related to the implementation of the above-mentioned objectives. Personal data shall be transferred to the aforementioned persons or entities outside the European Economic Area (European Union Member States, Iceland, Norway and Liechtenstein) in line with the standard data protection clauses adopted or approved by the European Commission. The data subject shall be entitled to receive a copy of the data transferred outside of the EEA.
3. The legal basis for the processing of personal data is Article 6(1)(b) of the General Data Protection Regulation (GDPR). Provision of data is voluntary, but necessary to take part in the call for applications or to sign the scholarship agreement. Refusal to provide data shall be tantamount to the rejection of the application.
4. Personal data:
 - of the Applicants — will be used for a period of 5 years from the date of announcing the results of the call for applications
 - of the Beneficiaries — will be used for a period of 5 years from the termination of the scholarship agreement
 - of the contact persons — will be used for a period of 5 years from the termination of the scholarship agreement
5. The data subjects shall be entitled to:
 - request the Agency to provide access to their personal data,
 - correct, remove or limit the use of their personal data,
 - transfer their personal data,
 - lodge a complaint with the supervisory body (President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw).

- in line with the rules specified in the GDPR.
6. Contact details of the Data Protection Officer: Adam Klimowski, odo@nawa.gov.pl.

§10

Final provisions

1. The rights and obligations of the Parties under the Agreement shall not be transferred to third persons.

2. In matters not covered by the Agreement the provisions of the Act on the Polish National Agency for Academic Exchange, the Civil Code or other relevant legislation in force shall apply.
3. Disputes resulting from the performance of the Agreement shall be resolved by a common court competent for the registered office of the Agency.
4. Any amendment to the Agreement shall be null and void unless made in writing, unless the provisions of the Agreement stipulate otherwise.
5. The Agreement shall enter into force on the date on which it is signed by the latter of both Parties.
6. The Agreement has been drawn up in two identical copies, one for each Party.

Agency:

Beneficiary:

(Signature)

Warsaw, _____

(Place, date)

(Signature)

_____, _____
(Place, date)