



**ANNOUNCEMENT OF THE CALL FOR APPLICATIONS IN THE  
EXCHANGE PROGRAMME FOR STUDENTS AND SCIENTISTS AS  
PART OF BILATERAL COOPERATION – INBOUND OFFER  
2023–2024 – Zawacka NAWA  
no 35 of 21<sup>st</sup> December 2022**

## **I. SCOPE OF THE CALL**

Pursuant to Article 19(1) of the Act on the Polish National Agency for Academic Exchange (hereinafter the “Agency” or “NAWA”) of 7 July 2017, Director General of the Polish National Agency for Academic Exchange hereby announces the call for applications for participation in the Exchange programme for students and scientists – inbound offer – academic year 2023/2024 (hereinafter the “Programme”).

## **II. PROGRAMME DESCRIPTION**

### **2.1 Programme objective**

The Programme’s objective is to improve the degree of internationalisation of Polish higher education through incoming visits of students, doctoral candidates, academic teachers, and scientists to Polish higher education and scientific institutions based on international agreements between Poland and partner countries listed in the announcement. The visits will make it possible to initiate or deepen existing cooperation between Polish and foreign academic institutions and allow the participants to improve their competences.

The Programme is carried out in collaboration with institutions of countries covered by agreements, hereinafter referred to as partner institutions (e.g. embassies, culture institutes, and agencies).

The list of countries included in the exchange under the Programme together with the description of available forms of visits to Poland and information about the country that funds the scholarship/fellowship constitutes Attachment 1 to the Announcement.

### **2.2 Eligible Applicants**

**The inbound offer is open to students and scientists from the following countries:**

Bulgaria, China, Croatia, Czechia, Egypt, France, Germany, Greece, Hungary, Japan, Kazakhstan, Moldova, Mongolia, North Macedonia, **Palestine**, Romania, **Rwanda**



Serbia, Slovakia, Slovenia, Switzerland, **Thailand**, Taiwan, Tunisia, Ukraine, Vietnam, Yemen.

**PLEASE NOTE:** the present inbound offer may be extended if further international agreements and cooperation programmes enter into force, the Republic of Poland engages in bilateral cooperation with other countries, or the Agency receives a scholarship/fellowship offer through the diplomatic channel. If a partner country withdraws from cooperation, the inbound offer may be withdrawn, including after the assessment of applications has been completed. Such information will be published immediately at [www.nawa.gov.pl](http://www.nawa.gov.pl) and [www.nawa.gov.pl/en](http://www.nawa.gov.pl/en).

**The following are eligible to apply for participation in the Programme:**

- a) secondary school graduates who, at the time of commencement of their education in Poland, hold a school-leaving certificate giving them the right to pursue studies in the country of issue of the certificate in any field and at any type of university;
- b) students;
- c) university graduates applying for admission to the next degree programme who obtained their diploma after 21<sup>st</sup> December 2020 and have a recommendation from their home university;
- d) persons with the status of doctoral candidate according to the rules of their country's higher education and science system;
- e) scientists and academic teachers who carry out research or teach in a country participating in the Programme and are not employed by a Polish higher education or scientific institution.

### 2.3 Thematic scope of activities implemented under the Programme

Under the Programme, eligible visits are those whose purpose is to:

- a) complete partial studies;
- b) complete studies (first-cycle, second-cycle or uniform Master's degree studies, or education at a doctoral school). They may be preceded by a preparatory course in Polish;<sup>1</sup>
- c) complete a research fellowship;
- d) complete a study visit;
- e) acquire research material;

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<sup>1</sup> If the provisions of a given agreement provide for admission to full-time studies in Poland, then the duration of the Programme for the Scholarship Holder is the statutory duration of the education undertaken in Poland. The studies may be preceded by a yearly preparatory course in Polish. The studies or the preparatory course must begin in the academic year 2023/2024.



- f) hold classes at the host institution;
- g) take up other forms of scientific or academic activity related to studying or preparing a doctoral dissertation or doing research.

The Programme is open to students and staff of universities and research institutes representing all fields of science, unless the relevant international agreement provides otherwise.

The applicant presents in the application one or more of the activities that they intend to complete at the Polish host institution, depending on the stipulations under the agreement. They state their purpose and relevance to the studies or development of their scientific career, and justify the choice of the host institution for the planned activities.

## 2.4 Deadline and other requirements for submitting the application

**1) Persons interested in participating in the Programme submit applications with the partner institutions in their home countries** (list of partners – Attachment 6 to the Announcement) **according to their rules and deadlines.**

**PLEASE NOTE:** This does not apply to candidates from Germany who submit their applications directly to NAWA at the address: [wymiana@nawa.gov.pl](mailto:wymiana@nawa.gov.pl) by May 31, 2023.

**2) By 30 April 2023**, the foreign partner institutions provide the Agency with lists of persons in a form that makes it possible to identify and contact the recommended candidates (hereinafter “applicants”). Each list should include at least the following applicant data:

- a) first name
- b) last name
- c) gender
- d) date of birth
- e) applicant’s email address
- f) host institution in Poland at which the applicant intends to complete their stay (optional in the case of candidates for a full education cycle preceded by a preparatory course in Polish);
- g) form of education for which the applicant is applying.

**3)** After receiving the list from the foreign partner institutions, NAWA contacts the declared applicants.

**4)** Applicants submit their applications via the Agency’s ICT System.

**PLEASE NOTE:** Applications submitted without recommendations from foreign partner institutions will not be considered as not meeting the basic formal

requirement (this does not apply to candidates from Germany).

#### 2.4.1 Rules for submitting applications with NAWA

Form of submitting the application	<p>In order to submit an application, it is necessary to register in the Agency's ICT System. <a href="https://programs.nawa.gov.pl/login">https://programs.nawa.gov.pl/login</a></p> <p>A candidate declared by the foreign partner institution submits the application (model application form constitutes Attachment 2) exclusively in electronic form.</p> <p>The candidates register and submit their applications via the System <b>by 31 May 2023,<sup>2</sup> 3 pm local (Warsaw) time.</b></p>
Language of the application	<p>The application should be drafted in Polish or in English. Attachments should be submitted in Polish or in English. Documents drafted in other languages should be translated into one of the above languages. It is acceptable to submit a copy of the doctoral degree certificate in Latin.</p>
Maximum number of applications	<p>An applicant may submit only one application under the current Programme call.</p>

#### 2.5 Project implementation time frame

Date	<p><b>The Programme offer pertains to incoming visits to be completed in the academic year 2023/2024.</b></p> <p>Visits under the Programme may last between 3 days and 12 months, depending on the stipulations in the relevant international agreement.</p>
Project implementation period	<ol style="list-style-type: none"> <li>1) Project implementation should be continuous and on the territory of Poland.</li> <li>2) A period away from the host institution of no more than 1/5 of the total duration of the visit is permitted (including conferences, leaves, occasional trips, and other absences).</li> </ol>

<sup>2</sup> In justified cases, the deadline may be postponed.

## 2.6 List of required documents and attachments:

An application submitted via the Agency's ICT System should have the following attachments:

**1) secondary school graduates and remaining candidates applying for admission to first-cycle, second-cycle or uniform Master's degree studies in Poland:**

- a) school-leaving certificate giving the holder the right to pursue first-cycle studies in the country of issue of the certificate in any field and at any type of university. In the case of persons who, at the moment of submitting the application, are students in their final year of secondary school – transcript for the last semester of study;
- b) copy of the first-cycle studies diploma giving the holder the right to pursue second-cycle studies. In the case of persons who, at the moment of submitting the application, are students in their final year of first-cycle studies – transcript for the last semester of study;
- c) justification for the choice of Poland as a country of study (for applicants for first-cycle or uniform Master's degree studies) or justification for the choice of the host centre (for applicants for second-cycle studies).

**If the applicant applies for admission to full studies, they must meet the recruitment requirements at the selected university.**

**2) students applying for admission to a fellowship or partial studies:**

- a) copy of the diploma or transcript for the studies completed so far;
- b) CV of no more than 2 pages (if the CV is longer, only the first 2 pages will be taken into consideration);
- c) motivation letter (justification for the choice of the Polish host centre);
- d) copy of the confirmation of acceptance for the fellowship or studies by the Polish host institution;
- e) recommendation from an academic teacher from the home university.

**3) candidates for education at doctoral schools, doctoral candidates, scientists, and academic teachers:**

- a) research plan describing the planned activities at the Polish host institution together with justification of its choice;
- b) copy of the highest obtained diploma;
- c) the candidate's CV including the candidate's publications, completed research projects, fellowships abroad and extraordinary achievements – no more than 3 pages (if the CV is longer, only the first 3 pages will be taken into consideration);

- d) copy of the confirmation of acceptance for the fellowship or studies by the Polish host institution (does not apply to candidates for education at a doctoral school who will first attend a preparatory course in Polish);
- e) recommendation of an independent researcher (not applicable to persons with a post-doctoral degree or the title of professor).

**Moreover, applicants for fellowships, partial studies and study visits should attach:**

- 1) invitation letter from the Polish host institution signed by the head of the unit, confirming the intention to host the applicant for the period of stay stated in the application or confirming an ongoing cooperation (**formal requirement**);
- 2) confirmation of the command of Polish or a foreign language (at least at B1 level) sufficient to communicate with the Polish host institution.

## 2.7 Procedure for the assessment and selection of applications for funding

General principles	Pursuant to the provisions of international agreements, <b>the substantive assessment of applications is carried out by the sending party.</b>
Formal assessment	NAWA carries out the formal assessment of applications submitted via the Agency's ICT System, e.g. the information included in the application, the attachments, or the eligibility for the form of stay for which the candidate applies. It is held according to the rules set forth in the Agency's Regulations (chapter IV, Section 5.1 of the Regulations of the Polish National Agency for Academic Exchange Programmes for natural persons, and chapter III, Section 5 of the Regulations of the Polish National Agency for Academic Exchange Programmes for natural persons taking up education), constituting Attachments 4 and 5 to the Announcement.  An application may be rejected for formal reasons also at a later stage of the assessment process.
	Applications that have successfully passed through the formal assessment by the Agency are sent to <b>the Polish host institutions, which make the final decision whether to accept an applicant.</b>



## 2.8 Scholarships/fellowships granted by NAWA

The source of funding for the visit depends on the **provisions of the agreement under which the bilateral international cooperation takes place**. If the agreement provides for scholarship/fellowship funding by the foreign partner, the scholarship/fellowship is paid by the sending party and under its terms.

**PLEASE NOTE:** Under the current call, regardless of the provisions of bilateral agreements, the Agency will fund the scholarships/fellowships of persons coming from North Macedonia, Moldova, and Serbia.

If the agreement provides for the **payment of funds by the Agency**, the scholarship/fellowship is paid monthly for the duration of the scholarship/fellowship holder's stay in Poland. Its amount depends on the stage of their academic career. The funds are paid directly to the host institution under the terms of the agreement concluded between the scholarship/fellowship holder and the Agency (model agreement constitutes Attachment 3).

Scholarship/fellowship holder:	Scholarship/fellowship monthly rate
Visits up to 3 months: <ul style="list-style-type: none"><li>• first and second-cycle students</li><li>• first and second-cycle and uniform Master's degree students</li></ul>	PLN 2,000
Visits above 3 months: <ul style="list-style-type: none"><li>• first and second-cycle students</li><li>• first and second-cycle and uniform Master's degree students</li></ul>	PLN 1,500
<ul style="list-style-type: none"><li>• doctoral candidates completing a fellowship</li></ul>	PLN 2,500
<ul style="list-style-type: none"><li>• doctoral candidates completing education at a doctoral school</li></ul>	no less than PLN 2,731 <sup>3</sup>
<ul style="list-style-type: none"><li>• doctoral degree holders up to 3 months</li><li>• doctoral degree holders above 3 months</li></ul>	PLN 3,500 PLN 3,000

<sup>3</sup> The amount of fellowship at doctoral schools is set forth under Article 209 of the Act of 20 July 2018 on Higher Education and Science. Its amount may be subject to change.



The following monthly rates apply to participants of the preparatory course:

• preparatory course for first-cycle studies and uniform Master's degree studies	PLN 1,500
• preparatory course for second-cycle studies	PLN 1,500
• preparatory course for education at a doctoral school	PLN 2,400

**Moreover, individuals enrolled in full studies in Poland are entitled to:**

- a) in the first year of study, an increase of the first monthly instalment by PLN 500 for the purpose of settling in in Poland (applies to persons who have not been residing in Poland);
- b) in the last year of study, an increase of the last monthly instalment by PLN 500 to cover the costs related to the preparation of the thesis.

**For persons completing research fellowships:**

In order to receive the full monthly fellowship rate, the Fellowship Holder should stay at the host institution for **at least 15 days within a period of 30 consecutive days**.<sup>4</sup> In the case of a stay of between 3 and 14 days, the Fellowship Holder is entitled to a half of the fellowship rate.

In the case of visits shorter than 15 days, a daily rate of PLN 350 applies to doctoral degree holders.

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

Once the agreement is signed, it is not possible to increase the amount of funds granted under the NAWA Director's decision. The Agency does not grant any other funds apart from those mentioned above.

A scholarship/fellowship holder may not receive other scholarships/fellowships related to the completion of the given form of education during the period of performance of the agreement, with the exception of funds granted under the EU Erasmus+ programme (Act of 20 July 2018 on Higher Education and Science).

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<sup>4</sup> Monthly periods are calculated pursuant to Article 114 of the Polish Civil Code.





## 2.9 Amount of funds available under the call for applications

The total amount of funds allocated for the call is PLN 2,450,000.00. The Agency reserves the right to change the amount of funds allocated for the call.

## 2.10 Additional information

### 2.10.1 Scholarship/fellowship agreement

A scholarship/fellowship agreement is concluded with a scholarship/fellowship holder **whose scholarship/fellowship is paid by the Agency** following a positive formal assessment of the application and acceptance of the candidate by the Polish host institution as well as NAWA Director's final decision to grant funding. The scholarship/fellowship agreement is concluded via the Agency's ICT System. The scholarship/fellowship holder has 30 days to sign it counting from the day the agreement is made available in the system.

If an Applicant is qualified for a visit to Poland under a bilateral agreement providing for the **payment of a scholarship/fellowship by the sending party**, they may be required by the foreign partner institution to sign a scholarship/fellowship agreement with the content specified by the sending country's regulations.

### 2.10.2 Submission and verification of reports

Within 30 days of the end of the visit, a scholarship/fellowship holder who receives scholarship/fellowship from the Agency is obliged to submit a visit report via the Agency's ICT System.

Students of full first-cycle, second-cycle or uniform Master's degree studies who continue their studies in the following year are obliged to submit interim (annual) reports by 30 September each year. The reports take the form of a certificate from the host institution containing the grade average for the completed academic year and a confirmation of enrolment in the following year of study. Failure to submit a report may be grounds for withholding payment of the scholarship/fellowship.

Moreover, scholarship/fellowship holders are required to submit a final report. Failure to submit the final report may be grounds for a demand for reimbursement of the funds received and for non-admission of the scholarship/fellowship holder to the next call for applications announced by the Agency.



### 2.10.3 Rights and obligations of the Scholarship/Fellowship Holder

Each scholarship/fellowship holder is obliged to complete, in accordance with the application, a study programme or scientific, teaching, or other activity specified in the application on a continuous basis during the visit.

A scholarship/fellowship holder who **receives the scholarship/fellowship from the Agency** is obliged to:

- 1) timely submit the final report along with certificate of completion of the visit from the host institution. In the case of education in a study programme, the above obligation extends to annual reports;
- 2) immediately notify the Agency of any changes to project implementation;
- 3) notify the Agency of their scientific and teaching accomplishments – both during project implementation and at the stage of reporting and assessment – including of publications, accepted grant applications/implementation projects etc.;
- 4) include the full name of the Agency (Polish National Agency for Academic Exchange) in Polish or in English in all publications that are an outcome of the visit;
- 5) properly perform the scholarship/fellowship agreement.

A scholarship/fellowship holder who **does not receive the scholarship/fellowship from the Agency** and whose education is funded by the Polish party is obliged to submit a final report via the Agency's ICT System.

### 2.11 Planned date of announcing the results of the Call

After completing formal assessment, the Agency declares the applicant to the Polish host institution, which decides on the acceptance of candidates.

After the Agency receives confirmation from the host institution:

- 1) applicants granted the Agency's scholarship/fellowship receive NAWA Director's decision, which is made available via the Agency's ICT System.
- 2) in the case of scholarship/fellowship holders who receive scholarship/fellowship from their home country, the Agency provides relevant information to the applicant and the partner institutions.

### 2.12 Sources of Programme funding

The Programme is funded from the budget of the Polish Ministry of Education and Science.



### III. ATTACHMENTS

- 1) List of partner countries with description of available forms of visits under the Programme;
- 2) Model application form;
- 3) Model agreement;
- 4) Regulations of the Polish National Agency for Academic Exchange Programmes for natural persons taking up education (pertains to persons who take up a full education cycle in Poland);
- 5) Regulations of the Polish National Agency for Academic Exchange Programmes for natural persons (pertains to the remaining persons).
- 6) List of declaring institutions.

### IV. CONTACT WITH THE AGENCY

For additional information, please contact us per email [wymiana@nawa.gov.pl](mailto:wymiana@nawa.gov.pl) or directly (working days, from 9 am to 4 pm).

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