



NARODOWA AGENCJA  
WYMIANY AKADEMICKIEJ

THE EXCHANGE PROGRAMME FOR STUDENTS AND SCIENTISTS  
AS PART OF BILATERAL COOPERATION

PROGRAMME REGULATIONS –  
OFFER FOR INCOMING STUDENTS AND SCIENTISTS - ACADEMIC YEAR  
2021/2022

Warsaw, 15 December 2020

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## 1. GENERAL INFORMATION ABOUT THE PROGRAMME

### 1.1. Basic terms and abbreviations

- 1) **Agency** - the Polish National Agency for Academic Exchange
- 2) **Beneficiary** - a scholarship holder of the Agency or a scholarship holder of the sending institution, selected in the call for proposals under the Programme
- 3) **Director** - the Agency director
- 4) **Host centre** - institution of the Polish higher education and science system
- 5) **Call for proposals** – call for proposals for participation in the Programme
- 6) **Programme** - the Exchange Programme for Students and Scientists as Part of Bilateral Cooperation – Offer for Incoming Students and Scientists - Academic Year 2021/22
- 7) **Regulations** - these Programme regulations
- 8) **Partial studies** - studies lasting one semester or two semesters at the Host centre
- 9) **The Agency's ICT system** - system in which the Beneficiary's registration is carried out and - in the case of persons being scholarship holders of the receiving institution - the scholarship agreement with the Beneficiary is signed in a documentary form
- 10) **Scholarship** - funds granted under the Programme and disbursed by the Agency
- 11) **PNAAE** - the Act of 7 July 2017 on the Polish National Agency for Academic Exchange
- 12) **Applicant** - natural person who meets the requirements specified in item 2.1. of the Regulations, who has submitted or plans to submit the application for participation in the Programme
- 13) **Foreign partner institution** - public institution eligible for the country with which bilateral cooperation is conducted, authorized to conduct academic exchange at the intergovernmental or inter-ministerial level. Depending on the circumstances, this role may also be played by a Polish diplomatic and consular post or the Polish Institute.

### 1.2. The main objective of the Programme

The objective of the Programme is to increase the degree of internationalization of Polish higher education and to create the possibility of establishing or enhancing the existing academic cooperation between Polish and foreign institutions of the higher education and science system. The offer for incoming students and scientists under the Programme will allow increasing the number of foreign students and employees of foreign universities at Polish universities as well as will positively affect the level of education and specialist competences in developing countries with which Poland has signed relevant agreements. Thanks to the exchange of students and employees of foreign higher education and science institutions under international agreements on cooperation in the field of higher education, relations between the partner countries will be developed, mutual understanding, trust and respect will be aggravated. The programme will help to strengthen the positive image of Poland as a country with attractive and competitive educational and scientific opportunities. It will also contribute to the dissemination of the knowledge of Polish language and Polish culture in partner countries.

The offer for incoming students and scientists under the Programme constitutes implementation of international agreements, inter-ministerial programmes as well as bilateral cooperation with the countries specified in the Regulations and includes the exchange of students and employees of foreign higher education and science institutions on the basis of these agreements and bilateral cooperation. The activity is implemented on the basis of art. 2 item 3 point 1 of PNAAE.

Arrivals under the Programme may last from 3 days to 12 months in a given academic year - depending on the provisions of the international agreement on the basis of which the cooperation is conducted. If the international agreement provides for the payment of the scholarship by the receiving institution, the Programme shall provide financing of the scholarship for the period of the Beneficiary's stay in a Polish academic centre. If the international agreement provides for the payment of the scholarship by the sending institution, the scholarship shall be paid by the sending institution, in the manner and in the amount provided for by relevant regulations of the sending institution.

If the provisions of a given international agreement provide for the admission of a foreigner to full doctoral studies (doctoral education), the Agency shall cover for the Host Centre the costs of paying the scholarship under art. 209 of the Act of 20 July 2018, the Higher Education and Science Law. Candidates for doctoral schools are required to undergo the recruitment procedure specified in the regulations of the selected doctoral school.

The offer under the Programme applies to arrivals which will take place in the academic year 2021/2022.<sup>1</sup>

Applicants under the Programme may be natural persons who meet the requirements referred to in Chapter 2.1. of the Regulations, however, **the Applicant has to be officially notified (i.e. nominated) by the Foreign partner institution** in the framework of the applicable international agreement or bilateral cooperation. **Foreign partner institutions shall accept applications on the dates specified at their discretion.**

In the case of application for internships, partial studies or study visits, possessing the invitation from the Host Centre or confirmation of existing cooperation constitutes a necessary condition for obtaining the Scholarship.

### 1.3. Detailed objectives

Under the Programme, arrivals shall be eligible, the purpose of which may be:

- 1) completion of a scientific internship;
- 2) completion of partial studies;
- 3) completion of higher studies (first and second-cycle studies, uniform master's studies or education at a doctoral school); higher studies or education at a doctoral school may be preceded by a preparatory course for studies;<sup>2</sup>

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<sup>1</sup> If the provisions of a given agreement provide for admission to full studies in Poland, the duration of the Programme for the Beneficiary shall be tantamount to the statutory period of the studies undertaken by him/her. Studies may be preceded by a one-year preparatory course for studies. The studies or preparatory course have to start in the 2021/22 academic year.

<sup>2</sup> The preparatory course for studies in Poland is conducted in a center indicated by the Agency and consists of a two-semester course of Polish language, profiled in terms of the planned studies. In the case of persons intending

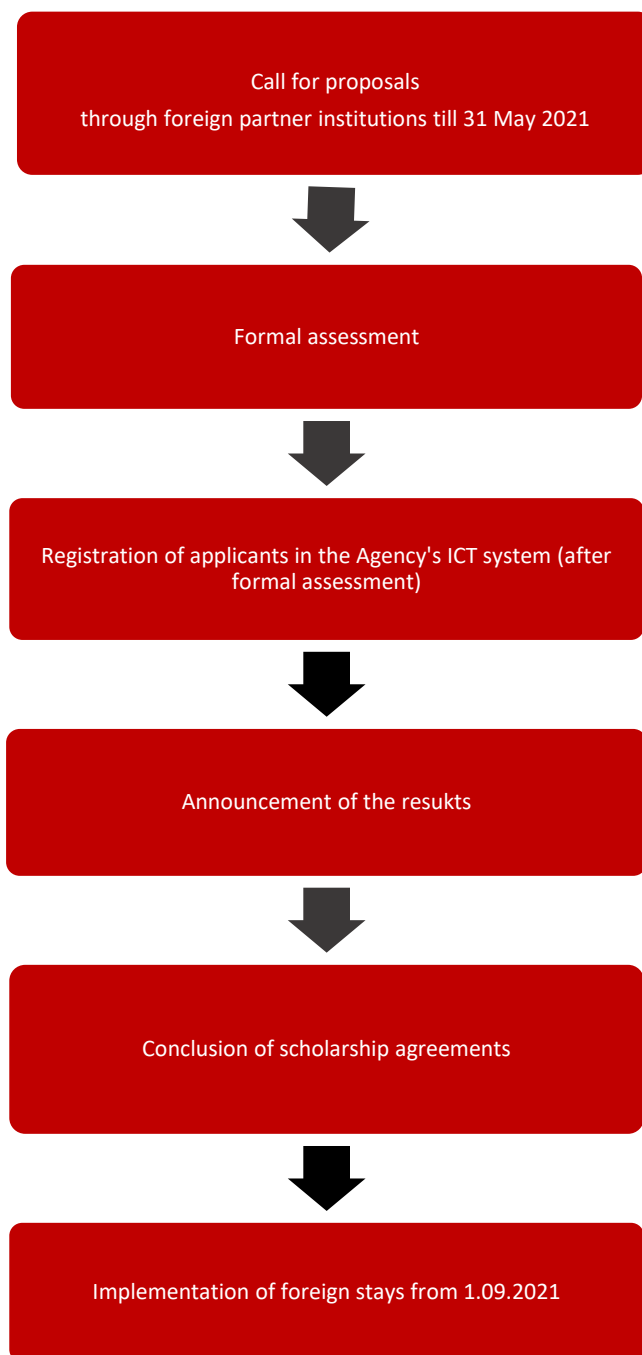
- 4) study visit;
- 5) obtaining materials for scientific work;
- 6) conducting classes at the Host Centre;
- 7) other form or forms of scientific or academic activity related to the implementation of studies, doctoral dissertation or scientific work.

In the application, the Applicant shall present one or more of the above-mentioned activities which he/she intends to implement in the Host Centre, indicating their goals, importance for his/her studies or the development of his/her scientific career, and justifying selection of the Host Centre for the planned activities. In the case of an application for internship, partial studies or study visits, the Applicant shall also enclose an invitation from the Host Centre, signed by the head of the unit, confirming the will of admitting the Scholarship Holder for the requested period of time. In the case of applying for full studies, the Applicant has to meet the recruitment requirements of the selected university. The final decision on admission shall be made by the Host Centre.

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to undertake full studies in Poland, completion of the preparatory course is obligatory. Persons who have completed the previous stage of their education in a Polish secondary school or at a Polish university or persons who possess the Certificate of Proficiency in Polish as a Foreign Language at least at B2 level, issued on the basis of the Polish Language Act of 7 October 1999 (i.e. Journal of Laws of 2019, item 1480, as amended), shall be exempt from this obligation.

## 1.4. Indicative Programme schedule



## 2. APPLICATION PROCEDURE

### 2.1. Eligible applicants

The arrival offer applies to the following countries:

Belarus, Bulgaria, China, Croatia, Czech Republic, Egypt, France, Greece, Japan, Yemen, Kazakhstan, North Macedonia, Mexico, Romania, Serbia, Slovakia, Slovenia, Switzerland, Taiwan, Ukraine, Hungary, Vietnam, Italy.

Note: it shall be possible to extend the arrival offer if further international agreements and cooperation programmes enter into force, or if Poland starts bilateral cooperation with other countries. In the event that a partner country or Poland withdraws from cooperation, the admission offer may be withdrawn, also after the application assessment is completed.

Information about the above mentioned situations shall be immediately available at: [www.nawa.gov.pl](http://www.nawa.gov.pl).

For participation in the Programme may apply natural persons:

- 1) who are graduates of secondary schools possessing a school leaving certificate at the moment of the start of the Programme (starting their education in Poland), giving them the right to study in the country where the certificate was issued in any field and at any type of university, or
- 2) who are students at foreign universities, or
- 3) who have the status of a doctoral student in a foreign higher education and science system, or
- 4) who are graduates of higher studies and obtained their diploma not earlier than within two years before the current call for proposals and possess a recommendation from their university –applying for admission to the next degree of education, or
- 5) who are employees of a foreign higher education and science institution, conducting research or didactic activity

**notified (i.e. nominated) by Foreign partner institutions** under the applicable international agreement or bilateral cooperation.

The programme is open to students and employees of universities conducting research or didactic activity, representing all fields of science, unless a given international agreement provides otherwise. One Applicant may submit only one application in a given call for proposals under the Programme. If more than one application is submitted, only the earliest application shall be considered and the subsequent applications shall be left without consideration.

In the case of application for internship, partial studies or study visits, the Applicant shall also enclose a confirmation of command of Polish or a foreign language, enabling communication with the Host Centre in Poland, at a minimum B1 level.

The final decision on the admission of candidates shall be made by the Host Centres.

## 2.2. Time and form of submitting applications

The call for proposals under the Programme shall be conducted in writing until 31 May 2021, **through Foreign partner institutions in the sending countries**, which shall indicate the Applicants. The date of receipt of the notification by the Agency shall be decisive.

Applications submitted individually, without the recommendation and intermediation of a Foreign partner institution, shall be considered as failing to meet formal requirements.

Model application form constitutes Annex 1 to the Regulations.

## 2.3. List of required annexes to the application

The application has to be accompanied by:

- 1) **secondary school graduates and other candidates applying for admission to first/second-cycle or uniform master's studies in Poland:**
  - a) secondary school leaving certificate giving the right to undertake studies in any field and at any type of university in the country of its issuance; in the case of persons who, at the time of application, are attending the last year of secondary school - a transcript for the last semester of learning;
  - b) copy of a diploma or - in the case of persons who at the time of application are students in the last year of studies - a transcript for the past course of studies (this shall apply to candidates for second-cycle studies);
  - c) justification (motivation letter) for choosing Poland as the country of studies (for candidates for first-cycle or uniform master's studies) or justification for choosing the Host Centre (for candidates for second-cycle studies);
- 2) **students applying for admission to internships or partial studies:**
  - a) copy of a diploma or transcript for the past course of studies;
  - b) student's CV of not longer than 2 pages;<sup>3</sup>
  - c) justification for the selection of the Host Centre;
  - d) copy of confirmation of admission to internship or studies by the Host Centre;
  - e) recommendation of an academic teacher;
- 3) **doctoral students, academic teachers and candidates for education at a doctoral school**
  - a) research plan describing activities planned to be implemented in the Host Centre, along with justification for the selection of the Host Centre;
  - b) copy of the highest-level diploma obtained;
  - c) candidate's CV, including publications, ongoing research projects, foreign internship and special achievements, not longer than 3 pages;<sup>4</sup>
  - d) copy of confirmation of admission to internship or studies by the Host Centre; (does not apply to candidates for education at a doctoral school);

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<sup>3</sup> In the case of a longer CV, only the first two pages shall be taken into account.

<sup>4</sup> In the case of a longer CV, only the first three pages shall be taken into account.



- e) recommendation of an independent scientist (does not apply to persons with the degree of habilitated doctor or the title of professor).

The application shall be made in Polish or in English. The application and the accompanying annexes should be submitted together with their identical copy. Annexes to the application may be made in the Polish or English language version. In the case of documents issued in other languages, it is necessary to deliver their certified translation into Polish or English.

### 3. PROCEDURE FOR ASSESSMENT AND SELECTION OF APPLICATIONS

#### 3.1 The course of the applications' assessment process

In accordance with the provisions of international agreements, **substantive assessment of applications shall be the responsibility of the sending institution**. On the Agency's side, the applications presented by the Foreign partner institution shall be subject to formal assessment.

#### 3.2 Formal assessment

The purpose of the formal assessment is to verify the application in terms of meeting the formal criteria set out in these Regulations. During the formal assessment, the completeness of the application shall be analysed. The application with all the fields completed in accordance with these Regulations and with all required annexes attached shall be considered complete. The annexes have to meet the requirements specified in item 2.3 of these Regulations.

In the event of any doubts as to the status of the Applicant, the Agency may request the Applicant by way of notifying the Foreign partner institution to provide additional documents or explanations.

The following applications shall not be considered:

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

The registration of the Applicant in the Agency's ICT system shall constitute an element of formal assessment process.

Formal assessment of applications shall be performed by the Agency's employees.

#### 3.3 Registration In the system

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<sup>5</sup> In the case of vacancies within the limit, it is possible to submit an application after the deadline through a Foreign partner institution, if the candidate has obtained a positive substantive assessment of the sending institution.

Applicants who successfully pass the initial analysis of their applications shall be required to register in the Agency's ICT system available at: [www.nawa.gov.pl](http://www.nawa.gov.pl)

In the event of incomplete or incorrect registration, the Applicant shall be requested via the Agency's ICT system to complete or correct it **within 14 days from the date of sending the request**, with the instruction that failure to complete the registration on time shall result in leaving the application under the Programme without consideration.

It shall be the responsibility of the Applicant to check whether the registration in the system has been completed correctly.

Failure to register in the system within the indicated time limit shall be treated as a formal deficiency, resulting in the application being left without consideration and the Beneficiary's resignation from staying in Poland under the Programme.

### 3.4 Manner of publishing information on the results of the call for proposals

After the formal assessment and registration in the ICT system, the Agency shall notify the Applicant to the Host Centre, which shall be in charge of issuing the decision on admitting candidates. After receiving information from the Host Centre about the admission of the submitted Applicants, the Director shall issue for the admitted persons:

- 1) decision granting funding - in the case of the Scholarship Holders of the receiving institution;
- 2) decision refusing to grant funding together with the information about the successful completion of the recruitment process - in the case of Scholarship Holders of the sending institution.

The above mentioned decisions shall be submitted to the Applicants in the Agency's ICT system and possibly through the Foreign partner institution, in writing.

The list of Beneficiaries, including their names and surnames, shall be posted on the Agency's proprietary page in the Public Information Bulletin (BIP).

### 3.5. Appeal procedure

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

The request for reconsideration of the case may include reservations only as to formal issues in the process of granting funds, and not to the merits of the substantive assessment. Submitting the request for reconsideration of the case for another reason may result in issuing the ruling stating the inadmissibility of submitting request for reconsideration of the case.

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

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

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

Persons who at any stage have performed activities related to a specific Application, including those involved in its assessment, may not participate in considering the request for reconsideration of the case. Director, when considering the above-mentioned requests, may be consulted by external experts.

The Applicant may submit a complaint to the Provincial Administrative Court in Warsaw against the ruling stating the inadmissibility of submitting the request for reconsideration of the case or the decision of the Director, to the address:

Wojewódzki Sąd Administracyjny w Warszawie  
ul. Jasna 2/4  
00-013 Warszawa.

The complaint should be submitted via the Director of the Polish National Agency for Academic Exchange within 30 days from the date of delivery of the above-mentioned decision or ruling.

The request for reconsideration of the case shall not be available against the decision of the Host Centre.

#### 4. SCHOLARSHIP AGREEMENT

Signing the scholarship agreement with the Beneficiary qualified for arriving to Poland from a country with which an international agreement is in force providing for the payment of the scholarship by the receiving institution shall take place in a documentary form, on the basis of the Director's final decision granting funds under the Programme, after positive completion of the application's formal assessment procedure and following the approval of the candidate by the Host Centre, but not later than within 30 days from the date on which the agreement has been made available in the Agency's ICT system.

If the Beneficiary is qualified to come to Poland from a country with which an agreement is in force providing for the payment of the scholarship by the sending institution, he/she may be obliged by

the Foreign partner institution to sign a scholarship agreement including the provisions specified in the regulations of the sending country.

## 5. OBLIGATIONS OF THE BENEFICIARY

The Beneficiary's obligations shall include:

- 1) implementation, in accordance with the application, of the studies' program, scientific, didactic or other activity indicated in the application, on a continuous basis during the duration of the stay, whereas the period of stay outside the Host Centre may not be longer than  $\frac{1}{4}$  of the total duration of the stay (including conferences, holidays, occasional trips, other absences); the stay should be continuous;
- 2) possessing at least basic health insurance including, in particular, insurance of costs of treatment and transport to the hospital, covering the stay in the Host Centre as well as travel to the Centre and return travel; A Scholarship Holder who is a citizen of one of the European Union Member States, provided that he/she is insured there, shall be required to possess at least the European Health Insurance Card.

Obligations of the Beneficiary who receives the Scholarship paid by the Agency shall also include:

- 3) timely submission of the interim report (if required) and the final report, along with a certificate from the Host Centre confirming that the planned stay has taken place.
- 4) immediate notifying the Agency of any changes in the project implementation;
- 5) informing the Agency about his/her scientific or didactic successes - both during the project duration and at the stage of reporting and evaluation - including publications created during or as a result of the stay/grant applications/implementation projects, etc.;
- 6) placing full name of the Polish National Agency for Academic Exchange in Polish or in English on all publications resulting from the stay;
- 7) proper performance of the scholarship agreement.

## 6. FINANCING RULES

### 6.1. Project implementation period

The stay has to be implemented for a period lasting from 3 days to 12 months in a given academic year. The offer applies to stays which will take place in the 2021/2022 academic year.<sup>6</sup>

### 6.2. Payment rules

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<sup>6</sup> If the provisions of a given agreement provide for admission to full studies in Poland, the duration of the Programme for the Beneficiary shall be equal to the statutory period of the studies undertaken by the Beneficiary. Studies may be preceded by a one-year preparatory course for studies. The studies or the preparatory course have to start in the 2021/22 academic year.

The Beneficiaries staying in Poland on the terms of the receiving institution's scholarship shall receive the Scholarship on a monthly basis **through the Host Centre**. Detailed financial terms shall be specified in the scholarship agreement concluded between the Beneficiary and the Agency.

Beneficiary:	Monthly rate of the scholarship
Students of: <ul style="list-style-type: none"> <li>• First cycle studies,</li> <li>• I, II and III year of uniform master's studies</li> </ul>	PLN 1250
<ul style="list-style-type: none"> <li>• students of second-cycle studies</li> <li>• students of IV and V year of uniform master's studies</li> </ul>	PLN 1500
<ul style="list-style-type: none"> <li>• interns with master's degree</li> </ul>	PLN 2200
<ul style="list-style-type: none"> <li>• doctoral students in a doctoral school</li> </ul>	The rate specified in art. 209 of the Act of 20 July 2018 the Higher Education and Science Law
<ul style="list-style-type: none"> <li>• persons with doctoral degree</li> </ul>	PLN 3000

Monthly rates for the students of the preparatory course shall be as follows:

<ul style="list-style-type: none"> <li>• preparatory course for first cycle and uniform master's studies</li> </ul>	PLN 1450
<ul style="list-style-type: none"> <li>• preparatory course for second cycle studies</li> </ul>	PLN 1700
<ul style="list-style-type: none"> <li>• preparatory course for education in a doctoral school</li> </ul>	PLN 2400

In addition, students of full studies in Poland shall be entitled to:

- 1) in the first year of studies - the first monthly scholarship increased by the lump sum of PLN 500 for the settlement in Poland (this shall apply to persons who have not completed studies at a lower level in Poland);
- 2) in the last year of studies - the last monthly Scholarship increased by the lump sum of PLN 500 for the costs related to the preparation of the diploma thesis.

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

In the case of persons attending scientific internship, in order to receive the full scholarship rate for a given month, the Beneficiary should stay in the Host Centre for at least 15 calendar days in a given month. In the case of a stay lasting between 5 and 14 days in a given month, half of the scholarship rate shall be eligible. For a stay lasting between 1 and 4 days in a given month, the Director's scholarship for that month shall not be granted. This rule shall not apply to students of full studies who shall be entitled to a full monthly scholarship for each commenced month of studies.

In the case of persons with a doctoral degree, for stays shorter than 15 days, the daily rate shall be PLN 350.

The planned activities indicated in the application may not be financed from other sources, including other programmes of the Agency or the Erasmus programme.

### 6.3. Suspension of the scholarship

Suspension of disbursement of the Scholarship may take place in the cases specified in the scholarship agreement, in particular in the event of the Agency becoming aware of the discontinuation of the stay, conflict with the Host Centre (understood as a formal, written communication from the Host Centre to the Agency, describing the situation and withdrawing its consent for continuation of the Beneficiary's stay at the Host Centre or as the initiation of a disciplinary procedure against the Beneficiary), repeating the year of studies by the student as well as gross irregularities in the implementation of the stay. After requesting the Beneficiary for explanations and receiving satisfactory information, the disbursement of the Scholarship may be resumed.

### 6.4. Termination of the scholarship agreement

The scholarship agreement may be terminated in justified cases by mutual agreement of the parties, or in the termination mode provided for cases specified in the scholarship agreement (in particular, in the case of gross failure to comply with the provisions of the scholarship agreement), or when the Beneficiary has been removed from the list of students, disciplinarily punished or convicted by a final court judgment for an intentional offence or intentional tax offense.

### 6.5. Changes to the scholarship agreement

The scholarship agreement may be changed in justified cases by way of the parties' agreement. The Agency reserves the right, and the Beneficiary consents to the right, to unilaterally change the scholarship agreement), which shall not have significant impact on increasing the Beneficiary's obligations (e.g. reorganizational changes, corrections, etc.). The Beneficiary shall be informed about the changes at least in the form in which the scholarship agreement was concluded (documentary form).

## 7. SUBMISSION OF REPORTS AND THEIR VERIFICATION

The Beneficiary receiving the Agency's scholarship shall be obliged to submit the report on the stay to the Agency within 30 days from the end of the stay.

The students of full first-cycle, second-cycle or master's studies which shall continue their studies in the following academic year, shall be required to submit interim report by 30 September of each year in the form of a certificate containing their average grade for the last academic year and confirmation of their registration for the next academic year of studies.

Failure to submit the interim report may constitute the basis for withholding the disbursement of the Scholarship.

Failure to submit the final report may constitute the basis for requesting the Beneficiary for reimbursement of the received funds and exclusion of the Beneficiary from the next call for proposals under the Programmes operated by the Agency.

For the Beneficiaries receiving the Scholarship, model interim and final reports shall constitute the part of the scholarship agreement.

## 8. EVALUATION

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

The Agency guarantees full confidentiality of opinions and information provided by the Beneficiary as part of the Programme evaluation and that the data obtained from the Beneficiary as part of the evaluation shall not have any impact on the terms of payment of the scholarship granted to the Beneficiary.

## 9. CHANGES TO THE REGULATIONS

The Agency reserves the right to change these Regulations, with the exception of changes resulting in unequal treatment of Applicants, unless the need to introduce such changes results from the generally applicable provisions of law. The introduced changes shall be effective from the moment of their publication.

Applications submitted before the publication of changes to the Regulations during the call for proposals have to be resubmitted by the Applicant, if their provisions are inconsistent with the introduced changes. The Agency shall notify all the applicants who have submitted their applications before the publication of the changes to the Regulations by sending relevant information.

At the same time, the Agency reserves the right to introduce changes to the Regulations, having an ordering and clarifying nature as well as to correct obvious errors in the Regulations, without separately informing about the changes made, subject to the publication of the content of the Regulations including the changes made, which shall also be the moment from which they shall apply.

The Agency reserves the right to cancel the call for proposals, in particular in the event of introducing significant changes to the provisions of law affecting the terms of the call for proposals, occurrence of force majeure, termination of an international agreement by the foreign partner, withdrawal by the foreign partner from bilateral cooperation or in other justified cases.

All information necessary for the correct conducting of the call for proposals shall be published by the Agency at: [www.nawa.gov.pl](http://www.nawa.gov.pl). It is recommended that persons interested in applying for funds under the call for proposals familiarize themselves with the information uploaded on the above-mentioned page on an ongoing basis.

## 10. PERSONAL DATA PROTECTION

The controller of personal data of Applicants, Beneficiaries, External Experts and contact persons shall be the Agency (within the scope of the data processed in the Agency's ICT system, the controller shall be the Agency's Director).

The data shall be used for the following purposes:

- 1) conducting the procedure of selection and assessment of applications under the Programme,
- 2) selecting Beneficiaries and concluding scholarship agreements with them,
- 3) implementation of concluded scholarship agreements,
- 4) cooperation between the Agency and the Projects participants after the end of their implementation, including cooperation to promote the Programme.

Personal data shall not be used to make decisions based solely on the automated processing of personal data, including profiling, within the meaning of art. 22 GDPR.

Personal data may be transferred to the Agency's employees, External Experts, diplomatic and consular posts, Foreign partner institutions or representatives of the Host Centres in connection with the implementation of the above-mentioned purposes.

The transfer of personal data to foreign academic centres located outside the European Economic Area (European Union Member States together with Iceland, Norway and Liechtenstein) shall be performed on the basis of standard data protection clauses, adopted or approved by the European Commission.

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

Applicants' personal data shall be used for up to two years after the end of the call for proposals procedure. Beneficiaries' personal data shall be used for up to 25 years after the end of the Programme.

The data subject shall have the right to submit to the Agency the request:

- 1) for access to his/her personal data,
- 2) to rectify, delete or limit the use of his/her personal data,
- 3) objecting to the use of his/her personal data,
- 4) for transfer his/her personal data



- on the terms set out in the GDPR. In addition, the data subject shall have the right to lodge a complaint with the supervisory body (Head of the Personal Data Protection Authority at: ul. Stawki 2, 00-193 Warszawa).

Contact details of the data protection officer: [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl).

## 11. CONTACT WITH NAWA

The contact person in matters related to the Programme is:

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(Belarus, Bulgaria, Croatia, Czech Republic, Egypt, France, North Macedonia, Mexico, Romania, Serbia, Slovakia, Slovenia, Switzerland, Ukraine, Hungary, Italy)

## 12. LISTA OF ANNEXES

1. Model application form
2. Model agreement