



ANNOUNCEMENT OF THE CALL FOR PROPOSALS FOR PARTICIPATION IN THE  
PROGRAMME No. 32/2021  
of 21<sup>st</sup> December 2021

1. SCOPE OF THE CALL FOR PROPOSALS

Based on Art. 19 section 1 of the Act on the Polish National Agency for Academic Exchange of 7 July 2017, the Director of the Polish National Agency for Academic Exchange announces the call for proposals for participation in the Exchange Programme for Students and Scientists – Offer for Incoming Students and Scientists - academic year 2022/2023 (hereinafter "the Programme").

2. DESCRIPTION OF THE PROGRAMME

2.1. 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 already 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 to increase the number of foreign students and employees of foreign higher education institutions in 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 partner countries will be developed and mutual understanding, trust and respect will be intensified. 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 the Polish language and Polish culture in partner countries.

The offer for incoming students and scientists under the Programme constitutes the implementation of international agreements, inter-ministerial programmes and bilateral cooperation with the countries indicated in the Announcement and covers the exchange of students and employees of foreign higher education and science institutions based on these agreements and bilateral cooperation. The action is implemented pursuant to Art. 2 section 3 point 1 of the Act of 7 July 2017 on the Polish National Agency for Academic Exchange



(hereinafter: "PNAAE").

## 2.2. Deadline and other conditions for submitting the application

By 30 April 2022, Foreign Partner Institutions should submit to the Agency the lists of candidates nominated for the Programme, in the form which allows identification of the indicated persons, so the list should each time contain at least the following Applicants' data:

- 1) first name
- 2) surname
- 3) sex
- 4) date of birth
- 5) form of education applied for
- 6) Host Centre where the Applicant intends to stay (optional in the case of candidates for the full cycle of education).

All data should be written in Latin script.

The call for proposals under the Programme shall be conducted by 31 May 2022<sup>1</sup>, 3:00 p.m. local time (Warsaw), in electronic form. The call for proposals shall be available only to candidates nominated for the Programme by **Foreign Partner Institutions in the sending countries** which nominate Applicants.

Applications submitted individually, without the recommendation of Foreign Partner Institutions, shall be considered as not meeting the formal requirements.

Model application form is attached as Attachment 2 to the Announcement.

Method of submitting the application	The application shall be submitted only in electronic form in the Agency's ICT system. In order to submit the application, the account has to be created in the Agency's ICT system.
Language of the application form	The application should be completed in Polish or English. Attachments to the application may be drafted in the Polish or English language version. It is allowed to submit a copy of the doctoral diploma in Latin. Attachments submitted in other languages should be translated into Polish or English.
Maximum number of applications	The Applicant may submit only one application in a given call for proposals under the Programme.





which may be submitted by the Applicant	
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### 2.3. Thematic scope of activities implemented under the Programme

Under the Programme, arrivals are eligible, the objective of which may be:

- 1) completion of a scientific internship;
- 2) completion of partial studies;
- 3) completion of university studies (1<sup>st</sup> cycle, 2<sup>nd</sup> cycle or uniform master's studies) or education at a doctoral school; university studies or education at a doctoral school may be preceded by a preparatory course for studies<sup>2</sup>;
- 4) study visit;
- 5) obtaining materials for scientific work;
- 6) conducting didactic classes in the Host Centre;
- 7) other form or forms of scientific or academic activity related to the implementation of studies, preparation of doctoral thesis 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 its/their objectives, importance for his/her studies or the development of his/her scientific career, and justifying the selection of the Host Centre for the planned activities. The acceptable form of activities carried out during the stay shall depend on the country of departure. In the case of application for internships, 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 to accept 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.

### 2.4. Timeframe of project implementation

Deadline	<b>The offer under the Programme applies to arrivals which will take place in the academic year 2022/2023<sup>3</sup>.</b>  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 implemented.
Project	1) The project should be implemented on a continuous basis.



implementation period	2) The period of stay outside the Host Centre shall be allowed, however, no longer than 1/5 of the total duration of the stay (including conferences, leaves, occasional trips and other absences).
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## 2.5. Eligible applicants

The arrival offer applies to the following countries:

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

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

For participation in the Programme may apply natural persons:

- 1) who are graduates of secondary schools holding school leaving certificate at the beginning of the Programme (starting education in Poland) which gives 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 university graduates and have obtained their diploma not earlier than two years before the current call for proposals, as well as have the recommendation of their university – who are applying for admission to the next degree of education, or
- 5) who are employees of a foreign higher education or science institution, conducting research or didactic work, and at the same time are not employed in an institution of the Polish higher education and science system

**reported by Foreign Partner Institutions** under the applicable international agreement or bilateral cooperation. **Foreign Partner Institutions shall accept applications within the deadlines indicated by them.**

The Programme is open to students and employees of universities conducting research or didactic work, representing all fields of science, unless a given international agreement provides otherwise.





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

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

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

#### 2.6. List of information required in the application and attachments to the application

The application has to be accompanied by:

- 1) **high school graduates and other candidates applying for admission to 1<sup>st</sup> cycle, 2<sup>nd</sup> cycle or uniform master's studies in Poland:**
  - a) secondary school leaving certificate, giving the right to start 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 submitting the application, are students of the last year of a secondary school- a list of grades for the last semester of education;
  - b) copy of the diploma or- in the case of persons who, at the time of applying, are students of the last year of studies- transcript of grades from the past course of the studies (applies to candidates for second-cycle studies);
  - c) justification for the choice of Poland as the country of studies (for candidates for 1<sup>st</sup> cycle or uniform master's studies) or justification for the selection of the Host Centre (for candidates for 2<sup>nd</sup> cycle studies);
- 2) **students applying for internship or partial studies:**
  - a) copy of the diploma or transcript of grades from the past course of studies;
  - b) student's CV- no more than 2 pages<sup>4</sup>;
  - c) justification for the selection of the Host Centre;
  - d) copy of the confirmation of admission to the internship or studies by the Host Centre;
  - e) recommendation of the academic teacher;
- 3) **doctoral students and academic teachers as well as candidates for education at doctoral school**

- a) research plan describing the activities planned to be implemented in the Host Centre, along with the justification for selection of the Host Centre;
- b) copy of the highest level diploma obtained;
- c) candidate's CV, including publications, ongoing research projects, foreign internships and special achievements, no more than 3 pages<sup>5</sup>;
- d) copy of the confirmation of admission to the internship or studies by the Host Centre (does not apply to candidates for education at a doctoral school);
- e) recommendation of an independent researcher (does not apply to persons with doctoral degree or the title of professor).

#### 2.7. Procedure for assessment and selection of applications for co-financing

General assumptions	In accordance with the provisions of international agreements, <b>the substantive assessment of applications shall be conducted by the sending party.</b> On the Agency's side, the applications presented by the Foreign Partner Institution shall be subject to formal assessment.
Formal assessment	It takes place in accordance with the rules set out in the Regulations (Chapter IV, section 5.1 of the Regulations of the Polish National Agency for Academic Exchange Programmes for natural persons or Chapter III, section 5 of the Regulations of the Polish National Agency for Academic Exchange Programmes for natural persons taking up education). The application may be rejected for formal reasons also at a later stage of the assessment, after the formal assessment is completed.

#### 2.8 Project budget

The source of financing depends on **the provisions of the agreement on the basis of which international (bilateral) cooperation is conducted.** If the international agreement provides for the payment of the scholarship by the receiving party, the Programme shall provide financing of the Scholarship for the period of stay in a Polish academic centre. If the international agreement provides for the payment of the scholarship by the sending party, the payment of the scholarship shall be made by the sending party, in the manner and in the amount provided for by the regulations of the sending country.

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 the Host Centre's costs of paying the scholarship under Art. 209 of the Act of 20 July 2018 the Higher Education and





Science Law (hereinafter: "HES"). Candidates for doctoral schools are required to undergo the recruitment procedure specified in the regulations of the selected doctoral school. The funds shall be disbursed by the entity conducting the doctoral school.

Scholarship holders staying in Poland on the terms of the receiving party's scholarship shall receive the scholarship every month through the Host Centre. The detailed terms of financing shall be specified in the scholarship agreement concluded between the Scholarship Holder and the Agency.

Scholarship Holder:	Monthly scholarship rate
<ul style="list-style-type: none"><li>• 1<sup>st</sup> cycle students,</li><li>• 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year students of uniform master's studies</li></ul>	1250 PLN
<ul style="list-style-type: none"><li>• 2<sup>nd</sup> cycle students</li><li>• 4<sup>th</sup> and 5<sup>th</sup> year students of uniform master's studies</li></ul>	1500 PLN
<ul style="list-style-type: none"><li>• interns with master's degree (including doctoral students)</li></ul>	2200 PLN
<ul style="list-style-type: none"><li>• doctoral students enrolled in a doctoral school</li></ul>	in accordance with art. 209 of HES
<ul style="list-style-type: none"><li>• persons with doctoral degree</li></ul>	3000 PLN

The monthly rates for the students of the preparatory course for studies amount to:

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

In addition, full studies students in Poland are entitled to:



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

In the case of persons participating in scientific internships, in order to receive the full scholarship rate for a given month, the Scholarship Holder should stay at the Host Centre for at least 15 calendar days in a given month. In the case of a stay of 5 to 14 days in a given month, the person shall be entitled to the half of the scholarship rate. For a stay of 1 to 4 days in a given month, the Director's scholarship for that month shall not be granted. This rule does not apply to full studies students who are entitled to a full monthly scholarship for each commenced month of studies.

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

Under the Programme, the Scholarship Holders are not entitled to any benefits other than those listed above. After the start of the stay, it is not possible to increase the funds granted by the Director's decision. Increasing the scholarship is also not possible in the event of a change in the status of the Scholarship Holder after submitting the application (e.g. obtaining a doctoral degree).

The planned costs indicated in the application cannot be financed from other sources, including Erasmus+ scholarship.

## 2.9 Scholarship agreement

Signing of the scholarship agreement with the Scholarship Holder qualified to arrive to Poland from a country with which the international agreement is in force providing for the payment of the scholarship by the receiving party shall take place in the form of a document, on the basis of the Director's final decision granting funds under the Programme, after successful completion of the formal assessment procedure of the application and after the candidate is approved by the Host Centre, but not later than 30 days from the date the agreement is made available in the Agency's ICT system.

If the Scholarship Holder is qualified to arrive to Poland from a country with which the agreement is in force providing for the payment of the scholarship by the sending party, he or





she may be required by the Foreign Partner Institution to sign the scholarship agreement with the content specified in the regulations of the sending country.

#### 2.10 Submitting reports and their verification

Within 30 days of the end of the stay, the Scholarship Holder receiving the Agency's scholarship is obliged to submit the report on his/her stay to the Agency.

In the case of full first-cycle, second-cycle or uniform master's studies students continuing their studies in the following academic year, they are required to submit an interim report by 30 September each year in the form of a certificate containing the average grade for the passing academic year and confirmation of registration for the next academic year.

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

Failure to submit the final report may also constitute the basis for the request to return the received funds and for the Scholarship Holder not to be admitted to the next call for proposals under the Programme announced by the Agency.

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

#### 2.11 Rights and obligations of the Programme's Scholarship Holder

The obligations of the Scholarship Holder include the continuous implementation of the study curriculum and scientific, didactic or other activity indicated in the application, in accordance with the application, during the period of the stay.

The obligations of the Scholarship Holder who receives the scholarship paid by the Agency also include:

- 1) timely submission of the final report, along with the certificate from the Host Centre confirming that the planned stay has taken place.
- 2) immediately informing the Agency about any changes in the project implementation;
- 3) informing the Agency about his/her scientific or didactic successes- both during the project implementation and at the stage of reporting and evaluation- including



- publications created during or as a result of the stay/grant applications/implementation projects, etc.;
- 4) placing the full name of the Polish National Agency for Academic Exchange in Polish or English on all publications resulting from the stay;
  - 5) correct performance of the scholarship agreement.

#### 2.12 Amount of funds available in the Call for proposals

The total allocation for the call for proposals is PLN 1,000,000 and the Agency reserves the right to increase the allocation of funds.

#### 2.13 Planned date of announcement of the results of the Call for proposals

After performing the formal assessment, the Agency shall notify the Applicant to the Host Centre, which is responsible for the decision on accepting candidates. After receiving information from the Host Centre about the acceptance of the submitted Applicants, the Director shall issue to the approved persons:

- 1) decision granting funds- in the case of the scholarships paid by the receiving party;
- 2) decision refusing to grant funds with the information about the successful completion of the selection process- in the case of the scholarships paid by the sending party.

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

#### 2.14. Sources of the Programme financing

National funds.

### 3. ATTACHMENTS

- 1) List of countries with which cooperation is conducted, together with description of the available forms of stay under the Programme
- 2) Model application form
- 3) Model reports' forms
- 4) Model agreement
- 5) Regulations of the Polish National Agency for Academic Exchange Programmes for Natural Persons Undertaking Education (apply to persons undertaking the full cycle of education in Poland)





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- 6) Regulations of the Polish National Agency for Academic Exchange Programmes for Natural Persons (applicable to other persons)

#### 4. CONTACT WITH THE AGENCY

For additional information, please contact us (on working days, from 9:00 am to 4:00 pm):

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