



## THE REGULATIONS OF PROGRAMME WELCOME TO POLAND

Warsaw, 22 May 2018

## Table of contents

1. GENERAL INFORMATION ON THE PROGRAMME .....	4
1.1. The objectives of the Programme .....	4
1.2 Basic terms and abbreviations .....	4
1.3 Programme schedule .....	6
1.4 Regulations of the call for proposals .....	6
2. THE PROCEDURE FOR FILING APPLICATIONS .....	7
2.1 Eligible Applicants .....	7
2.2 Eligible actions .....	7
2.3 Implementation time-line of a Project .....	9
2.4 The period and form of filing of applications .....	9
2.5 Persons authorised to file applications .....	9
2.6 Filing of an application in the system .....	10
3. THE PROCEDURE FOR EVALUATION AND SELECTION OF APPLICATIONS .....	10
3.1 The course of the process of evaluation of applications .....	11
3.2 Formal evaluation .....	11
3.3 Substantive evaluation .....	11
3.4 The criteria for substantive evaluation .....	12
3.5 Ranking list and selection decision .....	13
3.6 The manner of publication of information on the results of the call for proposals .....	13
3.7 Appeal procedure .....	14
4. A CONTRACT WITH AN APPLICANT .....	14
5. RULES OF FINANCING .....	15
5.1 The period of eligibility of expenditures .....	15
5.2 A budget of a Project .....	15
5.3 Eligible costs .....	16
5.4 Ineligible costs .....	17
5.5 Expenditure actually incurred .....	18
5.6 The principles of making payments .....	18
5.7 Documenting of expenditure .....	19
5.8 Storage of documents .....	20
5.9 Value added tax (VAT) .....	20
5.9 a State aid .....	21
5.10 Bank accounts and interest .....	21
5.11 Subcontracting .....	21

6.	REPORTING .....	21
6.1	Partial Report .....	22
6.2	Final Report.....	22
6.3	Verification of the reports of the Beneficiary.....	23
7.	EVALUATION.....	23
8.	CONTROL OF BENEFICIARIES OF NAWA PROGRAMMES .....	24
9.	SUSPENSION OF THE FINANCING AND TERMINATION OF THE CONTRACT .....	26
9.1	Suspension of the financing.....	26
9.2	Termination of the contract and returning of funds .....	26
10.	INFORMATION AND PROMOTION.....	27
11.	PERSONAL DATA PROTECTION .....	27
12.	INVESTIGATION OF THE FINANCIAL CAPACITY OF AN APPLICANT .....	28
13.	CONTACT WITH NAWA .....	29

## 1. GENERAL INFORMATION ON THE PROGRAMME

### 1.1. The objectives of the Programme

The aim of the Programme is to support the institutional capacity of universities holding the Erasmus Charter for Higher Education and scientific units providing education (referred to in point 2.1 of the Regulations) in the area of servicing foreign students, doctoral students and academic staff.

Within the Programme, it is possible to finance costs related to:

- increasing the competences of teaching, scientific and administrative staff related to foreigners' service;
- developing activities related to internationalization "at home";
- organisational preparation of the university for servicing students and staff from abroad;
- shaping attitudes of openness and tolerance in the environment of teaching, scientific and administrative staff;
- organisation of a place dedicated to serving students and foreign staff, so-called Welcome Centre.

The programme is implemented as part of the project "Raising the competences of academic staff and the institution's potential in accepting people from abroad - Welcome to Poland" under the Operational Program Knowledge Education Development co-financed by the European Social Fund.

The allocation of funds available in the call for proposals amounts to PLN 15,000,000.00.

The amount of financing for the implementation of a single Project is up to PLN 500,000.00.

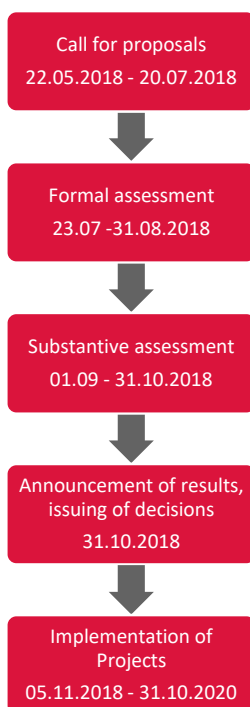
The activities carried out under the project cannot be identical with those defined in the Programme announced by NAWA under the name Modern Foreign Promotion, including the prohibition of double financing of the same costs.

### 1.2 Basic terms and abbreviations

- **NAWA** – National Academic Exchange Agency;
- **Beneficiary** - a university or a research unit providing education, which has received funding under the Welcome to Poland Programme and has signed a project financing agreement with NAWA, the model of which is attached as Appendix 3 to these Regulations;

- **External expert** - a person from Poland and abroad who performs substantive assessments at the request of NAWA, submitted as part of the call for applications for participation in the Welcome to Poland Program. An external expert may perform an individual substantive evaluation of applications as a reviewer or be a member of the Evaluation Team;
- **Partner** - a university or a scientific unit located or registered abroad, which is not financed from Polish budgetary funds, and which signed a letter of intent with an Applicant and plans joint implementation of a project in case of receiving financing from NAWA.
- **Programme** - the Raising the competences of academic staff and the institution's potential in accepting people from abroad - Welcome to Poland programme;
- **Project** - a set of activities for which funding is granted under the Welcome to Poland Programme;
- **Reviewer** - an external expert who performs individual substantive evaluation of applications submitted as part of the call for applications for participation in the Welcome to Poland Program;
- **ICT system of the Agency** – the system in which the collection and evaluation of applications is performed, as well as evaluation of reports submitted by beneficiaries;
- **Project Participant** - an employee of a university holding an Erasmus Card for Higher Education or an employee of a scientific unit conducting education, taking part in activities implemented within the Programme, within the meaning of the *Guidelines for monitoring the material progress of operational programmes for 2014-2020*;
- **Applicant** - an institution authorized to submit applications who has submitted or plans to submit an application for participation in the Welcome to Poland Program;
- **Evaluation Team** - a team composed of external experts, nominated by the Director to perform a substantive evaluation of applications, in the scope indicated by the Regulations.

### 1.3 Programme schedule



### 1.4 Regulations of the call for proposals

NAWA reserves the right to make modifications to these Regulations in the course of a call for proposal, with the exclusion of modifications resulting in unequal treatment of applicants, unless a necessity to introduce such modification results from the provisions of the generally applicable law. Modifications introduced shall apply from the time of their publications, effected in the same, the call for proposals has been published. Applications files before the publication of modifications to the Regulations, shall be resubmitted by an Applicant, if their provisions are not in line with modifications introduced. NAWA shall notify the modifications introduced to all applicants, which had filed applications before the publication of modifications to the Regulations, by sending relevant information in the ICT system of the Agency. 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, in particular when substantial changes are made to provisions of law affecting conditions for carrying out of a call for proposals, instances of force majeure and in other justified cases;

All information necessary to properly carry out a call for proposals shall be published by NAWA at [www.nawa.gov.pl](http://www.nawa.gov.pl). Entities interested in applying for funds under this call for proposals are recommended to familiarise themselves on an on-going basis with information published at this website, where all relevant information shall be published.

The recruitment regulations with attachments will be published in Polish and English.

## 2. THE PROCEDURE FOR FILING APPLICATIONS

### 2.1 Eligible Applicants

Applications for financing under the Programme may be filed by entities, which:

- provide education and belong to one of the categories listed below:
  - Universities referred to in the Act of 27 July 2005 - Law on Higher Education (Journal of Laws 2017 item 2183) holding an Erasmus Card for Higher Education;
  - scientific units of the Polish Academy of Sciences within the understanding of the Act of 30 April 2010 on the Polish Academy of Sciences (Dz. U. z 2017 r. item 1869, as amended);
  - research institutes within the understanding of the Act of 30 April 2010 on research institutes (Dz. U. z 2018 r. item 736, as amended);
  - international scientific institutes established on the basis of separate provisions, operating on the territory of the Republic of Poland;
- have met obligations towards NAWA, resulting from contracts signed in other programmes;
- in the course of last 3 reporting years implemented 3 projects encompassing activities connected to internationalisation, referred to in item 2.2 of the Regulations.

The project can be implemented in a partner formula with an institution from Poland or abroad.

The partners in the project may be: universities, scientific units, non-governmental organisations, public administration units or the private sector.

### 2.2 Eligible actions

Eligible activities under the Programme may include:

- a) training support for teaching, scientific and administrative staff to receive foreign students and staff, including in the area of management, intercultural, communication, language, analytical and IT competencies as well as other skills resulting from training needs of the Programme participants

- b) activities related to the Applicant's organisational preparation for serving foreign students and staff through:
- ✓ adapting Internet services for serving students and staff from abroad in order to streamline the process of serving foreign students and employees
  - ✓ preparation of information brochures, guides, guides in foreign languages, containing a set of information and tips that will facilitate the process of servicing students and staff from abroad;
  - ✓ development of standards for the preparation and distribution of internal acts of the Applicant related to the support of students and staff, customary norms, ordinances, procedures in two language versions - Polish and English to ensure equal access to information;
  - ✓ translation of didactic materials
  - ✓ system of signage of buildings and rooms in English of the Applicant, aiming at increasing the comfort and facilitating acclimatisation of new students and foreign staff;
  - ✓ information distribution system for students and staff, which will contain tips, practical information, warnings, etc. – this information may concern both the Applicant itself and the city
  - ✓ preparation of information materials for students and staff from abroad, constituting a set of practical tips about living in the Applicant's environment, the local community of a given city
- c) developing activities related to internationalisation "at home" through:
- ✓ creating mixed nationality groups
  - ✓ Polish language classes for foreign staff and students
  - ✓ building relations between students, the Applicant's employees and students and staff coming from abroad
  - ✓ exchange of experiences on functioning in the new environment
  - ✓ providing access to foreign publications
  - ✓ organising international conferences in foreign languages, etc.
- d) shaping attitudes of openness and tolerance in the Applicants' academic and social environment , aimed at developing the skills and qualifications of the staff that will support their integration within the Applicants' community and the community of the city in which they reside, as well as the exchange of information on the cultures of countries of origin;
- e) organisation of a place dedicated to servicing students and staff, a so-called Welcome Centre, through:
- ✓ determining the location of the service point for students and staff;
  - ✓ providing and training personnel to man the point;
  - ✓ preparation of materials regarding the educational offer of the Beneficiary.



The proposed activities must be characterized by a high degree of matching the needs of the target group and the objectives of the Applicant / Partnership.

### 2.3 Implementation time-line of a Project

The implementation period of a single Project must cover a period of 6 to 24 months. Starting and completion date of project implementation shall be defined by an Applicant. The Project implementation must be contained within the time period from November 5, 2018 to October 31, 2020.

The institution may submit three applications as an Applicant or as a Partner within the call. Each of the submitted applications will be subject to individual analysis in terms of the date of submission, formal and substantive assessment, and if financing is obtained, it will be the subject of a separate project financing agreement. In the case of submitting more than three applications by one institution, the first three applications, counted according to the time of submission in the Agency's ICT system, will be submitted for evaluation.

### 2.4 The period and form of filing of applications

The call for applications in the Welcome to Poland Program will be conducted from **May 22, 2018 - July 20, 2018 at 3 p.m. local time only in electronic form** via the Agency's ICT system. It shall not be possible to file an application after this deadline.

Sending of an application in the system shall result in the status of an application in the system changing to "submitted", while an Applicant shall receive an e-mail with a reference number of an application.

Applications in this call for proposal shall be submitted in Polish.

The application form will be posted on the Agency's website in English and published only for illustrative purposes for international partners.

**Filing of an Application shall mean Applicant's acceptance of principles described in the Regulations of the Programme and attachments.**

Substantive information included in the application by the Applicant shall be entered into relevant fields. Entering descriptions in parts other than designated or splitting them between different part shall be treated as a formal defect and shall result in application being not considered.

### 2.5 Persons authorised to file applications

An application should be filed and completed by a person authorised to represent an Applicant, and whose scope of representation results from registration documents. If the application is filed in the Agency's ICT system by another person than stated in the registration documents, the Applicant is obliged to attach a scan of the power of attorney for that person, in accordance with the example template, constituting Annex 1 to these Regulations.

## 2.6 Filing of an application in the system

In order to file an application one shall:

- register an application in NAWA ICT system available at [www.nawa.gov.pl](http://www.nawa.gov.pl);
- send a completed application with necessary attachment electronically via the system.

Only complete applications meeting the requirements defined in the announcement and these Regulations shall be accepted in the call for proposals. If the submitted application is incomplete or contains errors, the Applicant is requested to complete the application **within 14 days from the day of notice**, by means of the NAWA teleinformation system, with instructions that failure to complete will result in the application being left unanswered.

The application must be accompanied by scans of the following documents:

- registration document of the Applicant, unless it is available in a relevant publicly accessible register kept in an electronic form;
- the power of attorney for a representative to represent the Applicant and to act in its name and on its behalf (including the possibility to make commitment up to an amount not lower than the amount applied for. An exemplary template of the power of attorney constitutes attachment no 1 to these Regulations);
- a letter of intent from a foreign partner, drafted in English. A template of a letter of intent constitutes attachment no 2a to these Regulations;
- a letter of intent from a domestic partner, drafted in Polish. A template of a letter of intent constitutes attachment no 2b to these Regulations.

It is the duty of the Applicant to verify, if the operation of filing of an Application has been successful.

## 3. THE PROCEDURE FOR EVALUATION AND SELECTION OF APPLICATIONS

### 3.1 The course of the process of evaluation of applications

Applications shall be subject to formal and substantive evaluation. Only applications meeting the formal criteria shall be submitted for substantive evaluation.

### 3.2 Formal evaluation

The purpose of the formal evaluation is to verify the applications in terms of meeting the formal criteria in accordance with the Regulations.

In case an incomplete application is filed, an Applicant shall be requested **to supplement missing document (attachments) within 14 days from the date of the request**, and it shall be informed that a failure to supplement shall result in application being not considered. It shall be possible to amend an application once in this respect.

In case there should be any doubts about the status of an Applicant, NAWA may request such Applicant to provide additional documents or clarifications.

Applications shall not be considered, if:

- they have been filed after the deadline designated in the announcement of the call for proposals to participate in the Programme;
- they fail to meet the formal requirements designated in the announcement of the call for proposals to participate in the Programme;

The information on the necessity to supplement an application shall be sent electronically as a notification from the ICT system of the Agency to the e-mail address of an Applicant.

Formal evaluation shall be carried out by NAWA employees.

Applicants shall be informed via the ICT system of the Agency about the result of formal evaluation.

### 3.3 Substantive evaluation

At the stage of substantive assessment, the application may obtain a maximum of 100 points. The components of the assessment are:

- a score from two reviewers, who may award the maximum of 40 points (the arithmetic mean value of both scores);
- a score from the Evaluation Team, which may awards the maximum of 60 points.

The Evaluation team shall designate reviewers, to whom applications shall be referred to for evaluation.

The results of the evaluation of reviewers shall be presented to the Evaluation Team. The task of the Team is first to carry out own evaluation of applications, with the use of opinions of reviewers, making own analysis of applications and formulating the final version of substantiation for each application. The Team, having a decisive influence on final evaluation of an application and its place in the ranking list, shall first of all take into account the quality of an application in relation to other evaluated applications, thus objectifying the final evaluation. All applications, which have passed formal evaluation shall be presented for the assessment by the Team, irrespective of the score granted by reviewers.

The team shall consist of the Chair and Team Members, experts in the area, to which the Programme pertains. The number of the Team shall depend on the number of applications subject to evaluation. The Team shall act on the basis of the regulation of Team's activities.

An application, which shall be awarded the total of less than 60 points as a result of the evaluation, shall be deemed as not meeting the quality requirements, which shall mean a negative substantive evaluation. Then it shall not receive financing, even with enough funds in the Programme.

The names and surnames of external experts making the substantive evaluation are confidential and are not shared, in accordance with art. 15 para. 3 of the Act on the principles of financing science (Journal of Laws. 2018 no. 87). NAWA publishes annually an alphabetical list of external experts participating in the assessment of applications in a given calendar year, for all Programmes and competitions.

### 3.4 The criteria for substantive evaluation

The following criteria shall be taken into account, when evaluating applications:

Item	Description of the criterion	Reviewer's score	Evaluation Team's score
1	Organisational potential and experience of the Applicant and Partnership (if the project is implemented within the Partnership) within the scope of implementation of projects related to internationalization	0-4	0-9
2	Planned activities and their impact on the achievement of the planned results, the form of their implementation, the planned number of participants	0-17	0-20
3	Justification for the purposefulness of project implementation in relation to	0-5	0-10

	Applicant's strategy in the field of internationalization		
4.	Project management, monitoring and evaluation of the Project and risk management in the Project	0-6	0-9
5.	Pertinence, effectiveness and the method of calculation of presented cost related to implementation of planned activities and correctness of drafting of a budget	0-8	0-12
<b>Total:</b>		0-40	0-60

### 3.5 Ranking list and selection decision

Following the evaluation, the Evaluation Team shall draft a ranking list of applications together with a recommended amount of co-financing and shall present it to the Director of NAWA. The ranking list shall include:

- applications with a positive substantive evaluation, qualified for financing;
- applications on a reserve list - with a positive substantive evaluation, which shall receive financing, in case a contract for financing of a Project is not signed with an Applicant, which has been qualified for financing;
- applications rejected due to negative substantive evaluation - an application, which shall be awarded the total of less than 60 points as a result of the evaluation, shall be deemed as not meeting the quality requirements, which shall mean a negative substantive evaluation. Then it shall not receive financing.

On the basis of the ranking list the Director shall take the final decision on accepting or rejecting for financing of applications filed in the call for proposals. The Director of NAWA may take a decision on not granting financing to applications on a ranking list with positive substantive evaluations. The premises for a refusal to grant financing include:

- organisational and legal changes of an Applicant posing a risk to proper implementation of a Project;
- an Applicant being in arrears with respect to liabilities to NAWA;
- NAWA's obtainment of information having an impact on the process of granting funds for implementation of a Project.

### 3.6 The manner of publication of information on the results of the call for proposals

The director issues a decision on granting or refusing to grant funds within the Welcome to Poland Programme. The list of entities to which funding has been granted, including their

names, and the financial resources allocated, will be placed on the NAWA entity's website in the Public Information Bulletin.

### 3.7 Appeal procedure

Pursuant to Article 25 of the ACT on NAWA (Dz. U. of 2017, item 1530,) an Applicant, having received the decision of the Director of NAWA may request the Director to reconsider the case in case of there being formal infringements in the course of granting funds.

The request to reconsider the case may only contain reservations related to formal issues in the process of granting funds, and not to the rationale of substantive evaluation carried out on the basis of these regulations in the proceedings of the first instance.

Filing of the request for reconsideration of the case for other reasons shall result in issuing of a decision stating inadmissibility of filing of the request for reconsideration of the case.

The request to reconsider the case should be submitted to the Director of NAWA within 14 calendar days from the receipt of the decision, in writing, to the following address:

Polish National Agency for Academic Exchange  
ul. Polna 40  
00-635 Warsaw

Persons, which took part in the original evaluation shall not participate in processing of the request for reconsideration of the case. The Director of NAWA may also use assistance of external experts.

## 4. A CONTRACT WITH AN APPLICANT

In the decision granting funds, the Director shall define actions and dates, in which an Applicant should perform them, under the pain of resignation from signing of the contract for co-financing of a Project.

Signing of the contract with an Applicant shall take place on the basis of the final decision of the Director of NAWA on granting funds under the Programme, after successful completion of the procedures of formal and substantive evaluation of an application. The template for financing the Project submitted to NAWA is attached as Appendix 3 to the Regulations.

In case an Applicant selected in a call for proposals fails to sign the contract for financing of a Project with NAWA, financing may be granted to the next Applicant from the ranking list.

The contract for financing of a Project shall be signed by an Applicant, which shall be responsible for its execution.

## 5. RULES OF FINANCING

### 5.1 The period of eligibility of expenditures

The period of eligibility of expenditure shall be defined in a financial contract with a Beneficiary depending on the time-line presented in an application:

- the initial date of eligibility - the starting date of the Project implementation entered into the Project financing agreement, but not earlier than from November 5, 2018;
- final date of eligibility - the final date of the Project implementation entered into the Project financing agreement, but no later than October 31, 2020.

### 5.2 A budget of a Project

The amount of financing allocated for the implementation of the Project in accordance with the budget presented by the Applicant and Partners in the application for Project financing is up to PLN 500,000.00.

The total cost of a Project shall consist solely of eligible costs, shown by an Applicant in a detailed proposal of a budget. Expenditure incurred shall be directly connected to implementation of a Project.

It is inadmissible to finance same expenditure from two different sources (double financing). If cases of double financing are found (at each stage of Project's implementation), NAWA shall deem this expenditure ineligible.

A Beneficiary shall be under obligation to keep separate financial and accounting records of financial resources received for the Project implementation, in accordance with the Accounting Act, in a way enabling identification of individual accounting operations.

An Applicant shall be responsible to NAWA for implementation of a Project and its proper settlement.

### 5.3 Eligible costs

Admissible cost categories in the Programme include:

- costs of organising trainings, seminars, workshops, conferences in international partnership directed to the teaching, scientific and administrative staff of the Beneficiary;
- costs related to organisational preparation of the Beneficiary, i.e. costs of adapting websites for student service, preparation of guides and other materials, preparation and production of publications or materials created as a result of project implementation;
- costs related to shaping attitudes of openness and tolerance in the environment of the Beneficiary's organisational staff, i.e. costs of organizing meetings or events related to shaping attitudes of openness, preparation of materials necessary to conduct the above-mentioned activities, costs related to dissemination of the activity;
- remuneration of persons implementing the project constituting maximum 30% of the project costs – if the tasks go beyond their regular duties. The costs may include persons implementing activities in the project, engaged on the basis of employment contracts or civil law contracts;
- costs of travel, insurance and diet costs related to study trips of Beneficiary employees - participants of the programme participating in the internationalization process of the university;
- costs related to internationalization activities “at home”;
- costs related to the organisation of a place dedicated to servicing students and foreign staff as an organisational unit of the so-called Beneficiary Welcome Centre, constituting a maximum of 20% of the project's costs, including costs of preparing materials concerning the Beneficiary's educational offer, costs of organising trainings for the Welcome Centre service staff.

All expenses related to remuneration and the Welcome Centre organisation in the project budget must be indicated in a given cost category, they cannot exceed the limits indicated above and cannot be planned in other cost categories.

Costs shall be deemed eligible only if they collectively meet the following conditions:

- shall be in line with the provisions of the national law;
- will actually be incurred during the implementation of the Project specified in the Project financing agreement;
- will be supported by accounting documents, payment receipts and shown in the accounting records of the Beneficiary;



- will be shown in the financial part of the partial / final report on the course of the Project implementation;
- shall be taken into account at the stage of planning of the Project's budget;
- will be necessary to implement the Project and incurred to implement the Project;
- shall be rationally calculated on the basis of market prices and comply with the requirements of tax and social regulations in place;
- shall be proportional to planned actions and indispensable for Project's implementation;
- will be used solely for the purpose / objectives of the Project and its expected result / expected results in a manner consistent with the principles of economy, efficiency and effectiveness;
- shall include VAT solely in case, when it is not possible to claim it or recover it by virtue of national provisions on VAT.

#### 5.4 Ineligible costs

Ineligible costs in the Programme include:

- costs of daily operations of a Beneficiary;
- costs incurred outside of Project implementation period;
- costs of purchasing real estate and infrastructure;
- equipment purchase costs;
- renovation and finishing works for buildings and rooms;
- losses resulting from exchange rate differences, commission connected to currency exchange, fees due to interest on overdraft in financial transactions;
- a loan and cost of servicing of a loan;
- value added tax (VAT) and other taxes and levies, which are reimbursable in the light of the provisions of the national law;
- same costs financed from two different sources (double financing);
- undocumented costs;
- fines, tickets, financial penalties, costs of court proceedings, insurance, interest accrued;
- costs of opening and keeping of bank accounts (including costs of transfers from or to the Agency collected by Beneficiary's bank).

Expenditure deemed ineligible by NAWA and connected to project implementation shall be borne by the Beneficiary.

The financing granted from NAWA funds shall not be used to generate profit. Projects shall not be of commercial nature.

## 5.5 Expenditure actually incurred

Actually incurred expenditure shall be understood as referring to expenditure incurred in cash terms, i.e. as disbursement of cash from the till or bank account of the Beneficiary.

The following dates are considered to be the dates of incurring expenditure:

- in case of payments made by bank transfer: the date the account has been charged;
- in case of cash payments; the date expenditure has actually been incurred;
- in case of payments made by credit card; the date of the transaction resulting in charging of the credit card account.

## 5.6 The principles of making payments

Payments within the project will take place in accordance with the approved payment schedule included in the Project financing agreement and updated in the submitted partial reports.

It is allowed to submit an application for advance payment in a situation when the Beneficiary settles at least 70% of the total amount of financing already paid and obtains approval of reports submitted to NAWA so far. Following payments shall be made in Projects:

For Projects lasting up to 8 months:

- **Advance payment** - 80% of the total funding, transferred to the bank account of the Beneficiary, indicated in the contract within 21 business days after signing the contract for Project financing;
- **Balancing payment** - up to 20% of the total funding transferred to Beneficiary within 21 business days after approval of the final report.

For Projects lasting between 8 and 24 months:

- **Advance payment** - in the amount of 50% of the total funding, transferred to the bank account of the Beneficiary, indicated in the contract within 21 business days after signing the contract for Project financing;
- **Partial payment** of 40% of the total amount of financing, transferred within 21 working days after approval of the partial report, where Beneficiary accounts for at least 70% of the pre-financing expenditure;
- **Final payment (balancing)** - up to 10% of the total funding transferred to Beneficiary within 21 business days after approval of the final report.

Payment shall be made to a bank account of the Beneficiary.

NAWA reserves the right to change the dates of advance payments, such changes shall depend on availability of funds allocated for financing of Projects.

## 5.7 Documenting of expenditure

All expenditure incurred in the Project shall be documented.

Documents confirming expenditure incurred shall be invoices paid or other accounting documents of equivalent evidence value;

All accounting evidence documenting expenditure incurred in the a project should be described in a manner identifying them with the project and include at least:

- the title of the project and the number of the contract with NAWA for co-financing of the project;
- the amount of eligible expenditure incurred under the document;
- the objective of incurring expenditure;
- item number from the Project's budget;
- date of payment.

The description should be made on the original of the accounting document or should be permanently attached to it. A template of an exemplary description of an accounting document will be made available to the Beneficiaries after signing the financing agreement.

The beneficiary must provide the following documents if requested to do so in the course of inspections or audits.

Under the following cost categories, documentation of expenditure, apart from evidence listed above, should include at least:

- costs of organizing trainings, seminars, workshops, conferences in international partnership - documents authenticating participation in the event, i.e. attendance lists, certificates / diplomas, meeting agendas; contracts with contractors and documentation of the proceedings conducted to select the contractor (if applicable);
- costs related to the organizational preparation of the Beneficiary - contracts with contractors and documentation of the proceedings conducted to select a contractor (if applicable), delivery / service acceptance reports; if the subject of the contract is the production of a specific product, e.g. preparation of guides, publication, it will be necessary to store one piece of the finished product or, in the case when it will be impossible to store the material, to provide a photograph;
- costs related to shaping attitudes of openness and tolerance in the environment of the organizational staff of the Beneficiary, in particular: documents authenticating participation in the event, i.e. attendance lists, meeting agenda; contracts with contractors and documentation of the proceedings conducted to select the contractor

(if applicable); if the subject of the contract is the production of a specific product, e.g. preparation of materials, it will be necessary to store one piece of the finished product or, in the case when it will be impossible to store the material, to have a scan or photograph;

- travel, insurance and diet expenses related to study trips of the Beneficiary's employees - agendas / study visit programs and possibly invitations from host institutions;
- costs related to internationalization activities "at home" - in particular, documents authenticating participation in the event, i.e. attendance lists, certificates, meeting agendas; contracts with contractors and documentation of the proceedings conducted to select the contractor (if applicable), etc.;
- costs related to the organization of a place dedicated to serving students and foreign staff as an organizational unit of the so-called Beneficiary Welcome Centre, documents authenticating participation in the event, i.e. attendance lists, meeting agenda, contracts with contractors and documentation of the proceedings conducted to select the contractor (if applicable); delivery / service receipt protocols; if the subject of the contract is the production of a specific product, e.g. preparation of materials, it will be necessary to store one piece of the finished product or, in the case when it will be impossible to store the material, to have a scan or photograph;
- costs of remuneration of persons implementing the Beneficiary's' Project - documents confirming the fact of sending / employing a person for the project (contracts, scopes of duties, working time record, ZUS DRA and RCA declaration or monthly information for an insured person, etc.)

Furthermore, the usual accounting practice and internal inspection procedures used by the Beneficiary must provide for the possibility of direct reconciliation of declared amounts with amounts shown in accounting reports of the Beneficiary and amounts shown in supporting documents.

## 5.8 Storage of documents

Project Documents and accounting documents related to the implementation of the Project must be kept at the Beneficiary's office for a period of 10 years from the date of completion of the Project. Any evidence of costs incurred as part of the Projects implemented by the Applicant must be made available to NAWA or institutions acting on its behalf for the purposes of inspections or audits.

## 5.9 Value added tax (VAT)

Expenditure under a Project may include the cost of value added tax (VAT). These expenses will be considered eligible if the Beneficiary has no legal right to recover them.

The VAT paid is considered as eligible expenditure only if the Beneficiary, in accordance with the applicable law, is not entitled to claim VAT refund or reduce the amount of tax due by the amount of input tax. If the Beneficiary has the above-mentioned right, it is not possible to recognize the expenditure as eligible.

### 5.9 a State aid.

Polish National Agency for Academic Exchange does not provide state aid or *de minimis* assistance.

### 5.10 Bank accounts and interest

For the needs of the Project realization, the Beneficiary is obligated to open a separate bank account dedicated solely to the Project (account or sub-account).

Interest accrued in the bank account shall be fully reimbursed to NAWA.

### 5.11 Subcontracting

Under the Project, the Beneficiary may subcontract certain project tasks. Subcontractors may be commissioned only for activities that cannot be carried out by the Beneficiary on its own due to shortages in the technical potential or knowledge and professional skills. Contracting tasks to subcontractors must be rational and cost effective.

## 6. REPORTING

A Beneficiary shall be responsible for submitting reports to NAWA.

Partial and final reports shall be submitted in an electronic form via the ICT system.

Additionally, within the scope of personal data of project participants, the Beneficiary will be obligated to submit to NAWA the originals of the documents: i.e. Declaration of the project participant and Minimum scope of personal data of the project participant, which will be necessary for reporting data by NAWA in the SL2014 system. Templates of abovementioned documents constitute attachments to the project financing agreement with the Applicant.

Reports shall only include accounting evidence paid in full. If a document has been paid in parts, all payment dates referring to a given documents should be indicated. A document, which has not been paid in full, shall not be included in the report.

## 6.1 Partial Report

In case of Projects with implementation period shorter than 8 months, a Beneficiary shall only file the final report.

If project implementation period is in the range of:

- up to 12 months - the Beneficiary is obliged to submit one partial report covering half of the implementation period indicated in the financing agreement;
- between 12 and 24 months- the Beneficiary shall file partial reports at least once in every 6 months.

If a Beneficiary started implementation of a Project in the period between the decision on granting financing and signing of the financial contract, the partial report shall cover the period from the start of implementation of activities by the Beneficiary.

The partial report shall consist of:

- a substantive part, including a description of progress of work, separately for each task envisaged in the application for financing of the Project;
- a financial part, including a list of expenditure incurred and financial progress of the Project.

The template of the partial report constitutes an attachment to the contract for financing of a Project.

Source documents confirming incurring of expenditure shall not be attached to the partial report. At the request of NAWA, the Beneficiary shall be obliged to provide required documents.

The partial report shall be filed within 10 working days from the date of end of the reporting period, to which it pertains.

## 6.2 Final Report

Beneficiary is obligated to submit a final report on the course of the Project implementation covering the entire period of the Project implementation from the signing of the Project financing agreement. If the Beneficiary started implementation of a Project in the period

between the decision on granting financing and signing of the financial contract, the final report shall cover the entire period from the start of implementation of activities by the Beneficiary.

The final report shall consist of:

- a substantive part, including a description completed work, separately for each task envisaged in the application for financing of the Project;
- a financial part, including a list of expenditure incurred and financial progress of the Project.

The template of the final report constitutes an attachment to the contract for financing of a Project.

The final report shall be filed within 30 working days from the date of end Project implementation period.

Reports are submitted via the NAWA IT system and prepared using forms prepared and made available by NAWA.

### 6.3 Verification of the reports of the Beneficiary

Within 30 working days from submission of the report, NAWA shall verify it and accept it or provide written comments on it, to which the Beneficiary shall react via written clarifications and/or correction of the contents of the report within the period indicated by NAWA.

In case of a necessity to submit clarifications or corrections to subsequent versions of submitted application, the procedure of submitting comments may be repeated three times.

If the Beneficiary fails to respond by the deadline set by NAWA or if, despite the notification of comments by the Agency three times, the report of the Beneficiary does not meet the Agency's requirements and cannot be accepted, NAWA may decide to deem the contract not implemented in full or in part and may request return of financial resources in full or in part, respectively.

In the course of verification of Beneficiary's report, NAWA may request, for the purpose of an in-depth inspection, the submission of additional documents related to the Project implementation, in particular documents concerning the proceedings related to the purchase of goods and services or financial documents.

## 7. EVALUATION

The Beneficiary shall be obliged to participate in the Programme's evaluation conducted by NAWA. The participation in the evaluation shall include:

- sending an evaluation questionnaire to NAWA at the completion of the Project. The list of questions contained in the survey will constitute an attachment to the Project financing agreement. The questionnaire shall be sent to the NAWA within 15 working days from the date of completion of the Project;
- obligating each participant of the project to send to NAWA an evaluation questionnaire regarding participation in the project within 30 days from the end (sending the questionnaire should be made a necessary condition for the settlement of participation costs); the list of questions contained in the survey will constitute an attachment to the contract;
- participation of the Beneficiary in separate evaluation studies conducted at NAWA's request, in accordance with the adopted research methodology. It is assumed that the Beneficiary may be invited to participate in the survey once during the Project implementation period and once in the period of 3 years after the completion of the Project.

NAWA guarantees that the data obtained from the Beneficiary as part of the evaluation will not affect the terms of payment of the funds granted.

## 8. CONTROL OF BENEFICIARIES OF NAWA PROGRAMMES

Each of Beneficiaries of NAWA Programmes may be subject to inspections and audits. Inspections and audits aim at verification of appropriate management of co-financing received, which is in line with the provisions of the contract for co-financing of the Project, and to determine the final amount of funds granted, to which the Beneficiary shall be entitled.

Furthermore, NAWA may carry out an interim or final evaluation of the impact of the Project, in order to establish the degree to which implementation of specific actions contributed to achieving of the designated objective of the Project.

Verification of the final report shall be carried out for all Projects.

In addition, each of the project may be subject to further "desk" inspection of documents or on-the-spot check - in the seat of the Beneficiary, in case the contract shall be included in a statistical sample used for inspection required by the Agency or if NAWA selected it for a targeted inspection of documents in connection with risk assessment policy it implements.

For the purposes of controlling the final report for documents control "from behind the desk", the Beneficiary must provide the Agency with copies of documents confirming the



disbursement of funds received (for categories settled on the basis of actual costs), unless NAWA requests the original documents. Following the analysis of such documents, NAWA shall return them to the Beneficiary. If by law the Beneficiary shall not be allowed to send original documents for the purpose of verification of the final report and desk inspection of documents, it will be allowed to send copies of supporting documents.

The Beneficiary must bear in mind that in case of each inspection NAWA may additionally request supporting documents or evidence, which is envisaged for other types of inspections.

Individual inspections shall include the following components:

- Verification of the final report

The final report is checked after it is submitted to the Agency via the ICT system and is intended to verify whether the Beneficiary properly used the financing granted and determining the final amount of funding to which the Beneficiary will be entitled.

- Desk inspection of documents

Desk inspection of documents is an in-depth inspection of additional supporting documents, carried out in the seat of NAWA, which can be carried out at the stage or after filing of the final report.

At NAWA's request, the Beneficiary shall submit additional supporting documents related to specific budget categories.

- Inspections in the seat of the Beneficiary

NAWA shall carry out such inspection in the seat of the Beneficiary or in other locations connected to implementation of the Project. In the course of the inspection, the Beneficiary shall make original supporting documents envisaged for verification of the final report or desk inspection of document available to NAWA for verification.

There are two types of inspections at the location of Project implementation:

- Inspection in the seat of the Beneficiary in the course of Project implementation

Such inspection shall be carried out in the course of Project implementation, so that NAWA can directly verify reality and eligibility of all actions and participant of the Project.

- Inspection in the seat of the Beneficiary following completion of the Project

Such inspection shall be carried out following completion of the Project and typically following verification of the final report.

In addition to submitting all supporting documents, the Beneficiary must provide NAWA with access to the Project cost records incurred as part of the Project included in the Applicant's accounting books.

NAWA also reserves the right to carry out a special inspection in each of the abovementioned forms. A special control is understood as conducting ad hoc control in the case of serious objections to conducting the Project or in the event of becoming aware of irregularities occurring during the implementation of the Project.

The Beneficiary may be subject to inspections and audits by administrative bodies.

## 9. SUSPENSION OF THE FINANCING AND TERMINATION OF THE CONTRACT

### 9.1 Suspension of the financing

The Director of NAWA may suspend financing of a Project, in particular until clarification of doubts in case of finding irregularities in its implementation, failure to submit a partial or final report, spending funds in breach of the contract, failure to timely submit documents or clarifications requested by NAWA or refusal to undergo an inspection.

Suspension of the financing is regulated in detail in the template of the contract for financing of the Project.

### 9.2 Termination of the contract and returning of funds

The contract may be terminated by NAWA with immediate effect, particularly in the following cases:

- gross infringement of the provisions of the contract;
- failure to submit a report(s) in a designated time;
- Failure to eliminate irregularities found as a result of the control by the set deadline;
- delays in project implementation caused by the Beneficiary;
- Beneficiary entering false information or a false statement in the Application or in reports.

In the event of termination of the Contract, the Beneficiary is obliged to return the received funds along with interest.

Termination of the contract is regulated in detail in the template of the contract for financing of the Project.

## 10. INFORMATION AND PROMOTION

The Beneficiary is obliged to mark all prepared materials and documents related to the implementation of the Project, which are made public or intended for the target group, with the European Funds mark with the name of the Programme, the European Union label with the name European Social Fund and the NAWA logo. The set of logos will be available for download from the website [www.nawa.gov.pl](http://www.nawa.gov.pl). All information and promotional activities of the Beneficiary as well as any document that is made public or used by project participants, including any participation certificates or other certificates should contain information about receiving funding from the European Union, including the European Social Fund. In audio products, information about financing by NAWA must be read during the recording.

## 11. PERSONAL DATA PROTECTION

Personal data of Project participants, External Experts, Reviewers and representatives of Partners, Beneficiaries and Applicants will be used in accordance with these Regulations in order to:

1. carrying of the procedures for calls for proposals and evaluation of applications in the Programme;
2. selection of applications, which shall be granted co-financing;
3. execution of contracts related to Project implementation;
4. NAWA cooperation with Project participants after their implementation, including cooperation to evaluate, control and monitor the Program.

NAWA shall be the administrator of personal data.

The administrator of personal data used for the purposes specified in points 3 -4 is also the Minister of Development acting as the Managing Authority for the Operational Programme Knowledge Education Development 2014-2020, having its seat at Trzech Krzyży Square 3/5, 00-507 Warsaw.

The Beneficiary will be required to submit, together with each report, information about all Project participants, in accordance with the scope specified in the Annex to the Regulations and on the conditions set out in the Monitoring Guidelines and declarations of Project

Participants on acknowledgment of the processing of personal data in connection with the accession to the project co-financed from POWER.

Personal data of the above persons may be transmitted to NAWA employees, Persons preparing recommendations, external experts cooperating with NAWA or representatives of Applicants/Beneficiaries in connection with implementation of the above objectives.

The legal basis for transmission of data is Article 6(1)(b) and (f) of the general ordinance on data protection (RODO). Provision of data is voluntary, but necessary to take part in implementation of a Project or Programme. Refusal to provide data shall mean absence of the possibility for a specific person to take part in implementation of a Project or Programme.

Personal data of the above mentioned persons involved in implementation of a Project shall be used at the stage of processing of applications, for the period of Project implementation and for 5 years after completion of the Project for settlement purposes.

Personal data of persons, whose applications have been refused, shall be kept for the period of processing of applications or until the time of their removal from NAWA's ICT system, via which applications had been submitted, by persons submitting applications.

Each person, to whom the data pertain, shall be entitled to:

- request from NAWA or the Minister for Development access to its personal data;
- correct, remove or limit use of their personal data;
- protest against use of their personal data;
- file a complaint to the supervision authority (General Inspector for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw).

Contact details of the NAWA Data Protection Officer: [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl).

## 12. INVESTIGATION OF THE FINANCIAL CAPACITY OF AN APPLICANT

The Agency reserves the right to carry out the investigation of the financial capacity of an Applicant. Financial capacity means that an Applicant has stable and satisfactory sources of financing in order to continue with its activities in the course of project implementation or in the year, in reference to which co-financing has been granted, and to participate in financing of this project. Signing of the financial contract shall depend on the result of the investigation. Verification of financial capacity shall apply to **non-public entities**.

In case of applications for co-financing with the value not exceeding EUR 100,000, applicants shall submit a statement that they have financial capacity for implementation of a given project. Such statement is a part of the application form.

In case of applications for co-financing with the value exceeding EUR 100,000 on top of the statement on having financial capacity, before signing of the financial contract the applicant shall file, at the request of the Agency and in a manner indicated by the Agency the financial report and the balance sheet

of the Applicant for the period covering the recent budgetary year, for which accounts have been closed. Entities, which cannot provide the documents listed above, because they are newly established entities, in place of the documents listed above may provide a financial declaration or a statement on holding an insurance policy, which states the risk taken by the Applicant in its operations.

If, having analysed the documents mentioned above, the Agency decides that the financial capacity has not been confirmed or is unsatisfactory, it can carry out following actions:

1. request submission of further information;
2. propose conclusion of the financial contract or issue a decision on granting of co-financing with advance payments covered by financial security;
3. propose conclusion of the financial contract or issue a decision on granting of co-financing without advance payments or with limited advance payments;
4. propose conclusion of the financial contract or issue a decision on granting of co-financing with advance payments paid in several instalments;
5. refuse the application.

### 13. CONTACT WITH NAWA

The contact person for issues related to the Programme is:

Łukasz Sybicki

[lukasz.sybicki@nawa.gov.pl](mailto:lukasz.sybicki@nawa.gov.pl)

phone + 48 22 390 35 42

Attachments to the Regulations:

- 1) Power of attorney template;
- 2) Letter of Intent:

- a) from a Partner from abroad prepared in English,
  - b) from a national Partner prepared in Polish;
- 3) Template of contract for project financing together with attachments.