



NARODOWA AGENCJA
WYMIANY AKADEMICKIEJ

REGULATIONS OF the Summer Courses of Polish Language and Culture 2020 program

Warsaw, on January 2nd, 2020

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I. GENERAL INFORMATION ABOUT THE PROGRAM

1. Basic terms and abbreviations

- 1) **NAWA** – Polish National Agency for Academic Exchange;
- 2) **Program** – Summer Courses of Polish Language and Culture 2020 program (implemented in different Polish cities);
- 3) **Regulations** – Regulations of the Program;
- 4) **Applicant** – person applying for participation in the program;
- 5) **Scholarship Holder** – person who was granted financing under the Program;
- 6) **Course** – Courses implemented under the Program;
- 7) **PNAAE** – the Act of July 7th, 2017 on the Polish National Agency for Academic Exchange (i.e. Journal of Laws of 2019, item 1582, as amended);
- 8) **NAWA ICT System** – NAWA's teleinformatic system, referred to in art. 14 of PNAAE.

2. Aim of the program

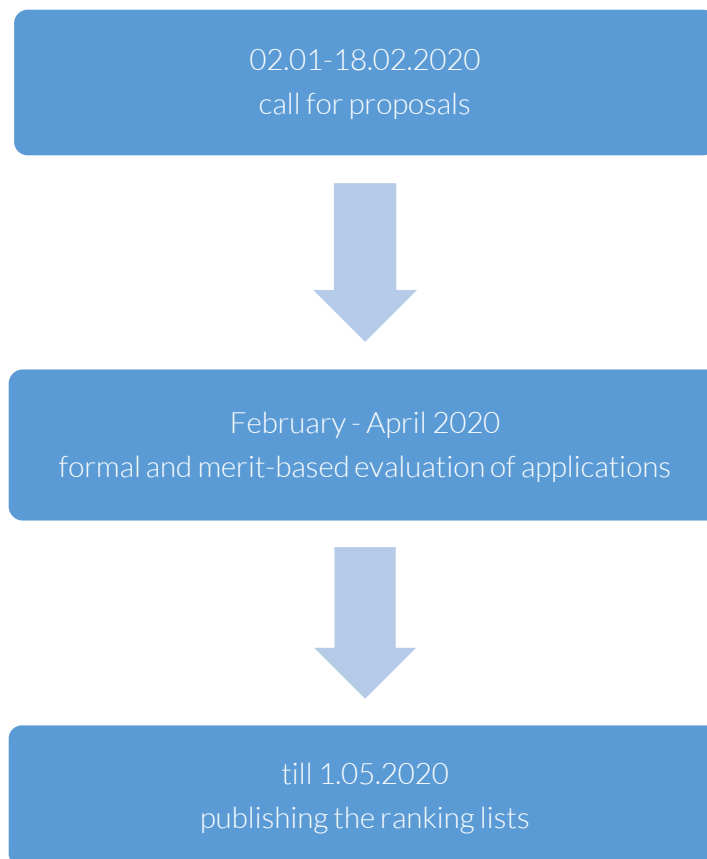
- 1) The aim of the Program is teaching and promoting Polish language and Polish culture abroad by enabling foreign students and foreign teachers of Polish language to take part in several-week-long Polish language and culture Courses organized in Poland free of charge. In addition to the opportunity of free of charge participation in a Course, program participants are offered a scholarship as well as food and accommodation.
- 2) The Program is addressed to learners of Polish as a foreign language as well as to those who are just planning to become such. The aim of the Program is to encourage foreign students to continue learning Polish after returning to their universities or to enrol to studies in Poland. The program is also intended for foreigners working at foreign academic centres as teachers of Polish and will offer them an opportunity to improve their communication and didactic competences.
- 3) Participation in the Course will allow foreigners to not only improve their linguistic competences, but also to become more familiar with Poland and its people as well as meet other students from all over the world who are interested in the Polish language, culture and heritage. Foreigners applying for the Program may participate in one Course held in July or August 2020.

3. Basic information regarding the Course

- 1) The Courses last three or four weeks and are organized by leading Polish language and culture centers.
- 2) The Courses' program includes learning Polish as a foreign language at levels A1-C2, lectures on Polish history and culture, trips, visiting exhibitions, integration meetings, including meetings with Poles.
- 3) The Courses include respectively at least 60 hours of classes for a three-week Course and 80 hours for a four-week Course.

- 4) During the Courses, the Scholarship Holder will be provided by NAWA with:
 - a) meals (breakfast, lunch, dinner) and accommodation (from the start of the Course till its end),
 - b) educational trips with ensuring means of transport,
 - c) integration events and other additional activities.

4. Program schedule



II. PROCEDURE FOR SUBMITTING APPLICATIONS

1. Submitting applications

- 1) The Applicant may submit only one application. If more than one application is submitted, NAWA shall select for evaluation the application which was submitted first, leaving the remaining ones without consideration.
- 2) The Applicants shall submit the applications choosing the dates of the Course (there is a possibility to indicate 2 dates, the first of which shall be considered as preferred), i.e.:
 - a) 1-29 July 2020,
 - b) 6-27 July 2020,
 - c) 1-29 August 2020,
 - d) 10-31 August 2020.
- 3) The Course for foreigners - Polish language teachers will take place on August 1-22, 2020.

- 4) Submission of the application under the Program shall mean acceptance of the Regulations.

2. Eligible Applicants

- 1) Foreigners (persons without Polish citizenship) who jointly meet the following criteria may apply for participation in the Program:
 - a) are not studying in Poland in the 2019/2020 academic year;
 - b) have on July 1st, 2020 attained 18 years of age;
 - c) are learning Polish or speak English at a minimum B1 level (a prerequisite for participation in the Program is command of one of the two languages (Polish or English) at least at B1 level)and:
 - d) are students of foreign universities (hereinafter referred to as **SFU**) or
 - e) are students assigned by authorized institutions as part of the implementation of bilateral agreements concluded with the Republic of Poland - in accordance with the limits indicated in such agreements (hereinafter referred to as **SBA**) or
 - f) are Polish language teachers working in foreign academic centers (hereinafter referred to as "**the Teachers**") or
 - g) are laureates of oratory competitions who have received the NAWA Director's award in the form of participation in the Course (hereinafter referred to as **LOC**).

3. Date and form of submitting applications

- 1) The call for proposals under the Program shall be held from **January 2nd, to February 18th, 2020** till 3:00:00 PM local time for Warsaw only in electronic form in the NAWA ICT System. Submission of applications after this date shall not be possible. Submission of the application shall mean that the Applicant accepts these Regulations.
- 2) The application has to be drafted in Polish or English. In the case of proper names (name, surname, address, etc.), only letters of the Latin alphabet shall be used – the same shall apply also to subsequent activities (especially when signing the agreement). If, at the time of drafting the application, the Applicant does not have a valid passport, he/she shall simply enter the number of another identification document (with photography), which shall be presented upon arrival at the Course.

4. List of required attachments to the application

In the case of:

- 1) persons referred to in Part II, point 2.1 (d) (**SFU**):
 - a) a document confirming the fact of studying at a foreign university in the 2019/2020 academic year;
 - b) current (issued not earlier than in October 2019) letter of recommendation endorsing the Applicant's participation in the Course, issued by a Polish language teacher conducting classes at the home university or by another academic

teacher from the home university - along with the name of the position held at the home university and e-mail address; if the e-mail address does not contain the university's domain, please attach a current link to the subpage (on the official website of the home university) showing the data of the academic teacher or otherwise confirm that the author of the recommendation is an employee of the home university.

The application may also be submitted with an additional attachment in the form of other recommendations confirming the usefulness of the Applicant's participation in the Course, his/her achievements or involvement (maximum of 2 documents);

- 2) persons referred to in Part II, point 2.1 (e) (**SBA**) and Part II, point 2.1 (g) (**LOC**) - no attachments are required;
- 3) persons referred to in Part II, point 2.1 (f) (**the Teachers**):
 - a) certificate of employment as a Polish language teacher at a foreign university;
 - b) current (issued not earlier than in October 2019) letter of recommendation endorsing the Applicant's participation in the Course, issued by the superior - the academic teacher of the home university - along with the name of the position held at the home university and e-mail address; if the e-mail address does not contain the university's domain, please attach a current link to the subpage (on the official website of the home university) showing the data of the academic teacher or otherwise confirm that the author of the recommendation is an employee of the home university.

The application may also be submitted with an additional attachment in the form of other recommendations confirming the usefulness of the Applicant's participation in the Course, his/her achievements or commitment (maximum of 2 documents).

Documents should be drafted in Polish or English. If the original document is issued in a different language, please attach additionally its translation into Polish or English prepared by a sworn translator; the translation may also be certified by the higher education institution or by a Polish language teacher assigned by NAWA to work in a foreign academic center in the 2019/2020 academic year.

III. PROCEDURE FOR THE EVALUATION OF APPLICATIONS

1. Evaluation of applications

Applications are either subject to formal evaluation only (in the case of persons indicated in part II point 2.1 (e) (**SBA**) and in part II point 2.1 (g) (**LOC**)) or formal and merit-based evaluation (in the case of other persons). Only applications meeting the formal criteria shall be submitted for merit-based evaluation. Following the merit-based evaluation, a ranking list is made based on which funding is granted to the highest rated Applicants who are then assigned to attend the Course at a given Polish language and culture centre.

2. Formal evaluation

- 1) The objective of the formal evaluation is to verify whether the applications comply with the formal criteria specified in these Regulations.
- 2) Only complete applications may be submitted for evaluation. If an incomplete application is submitted, the Applicant shall be requested to supplement it within 14 days from the date of receiving the request, wherein they shall be informed that failure to comply shall result in the application being left out of consideration.
- 3) Applications that fail to meet the formal requirements specified in the announcement of the call for proposals to participate in the Programme shall also be left out of consideration.
- 4) The Applicant shall each time be informed by NAWA about any change in the status of the application by way of sending a notification to the Applicant's email address. Detailed information on the status of the application shall be placed in the NAWA ICT System and shall be available once the Applicant logs into the system.
- 5) Formal evaluation of applications shall be carried out by NAWA employees.
- 6) Upon completion of the formal evaluation of all applications, the list of applications which have been submitted for merit-based evaluation and the list of applications left without consideration shall be prepared. Applicants shall be informed via the NAWA ICT System about the result of the formal evaluation. In the case of leaving an application out of consideration, the Applicant may submit the request for reconsideration of the case, pursuant to art. 25 (2) of PNAAE.

3. Merit-based evaluation

- 1) The merit-based evaluation shall be carried out by the Evaluation Team appointed by the NAWA Director and shall lead to creation of the ranking list of applications. Merit-based evaluation shall be carried out for applications that have met formal requirements.
- 2) The Evaluation Team shall consist of at least three NAWA employees. The head of the Team may request the NAWA Director to assign external experts to the Team. External experts shall be selected according to the procedure in force at NAWA. The purpose of the Evaluation Team is to create the ranking list on the basis of which selected Applicants shall be assigned to a specific academic center organizing the Course.
- 3) The merit-based evaluation shall be carried out in accordance with the criteria and scoring indicated in points 5, 6 and 7.
- 4) Having completed the evaluation, the Evaluation Team shall prepare the ranking list of applications and submit it to the NAWA Director. The ranking list shall include:
 - a) applications qualified for financing;
 - b) applications entered into the reserve list – which have received a positive merit-based evaluation and shall be qualified for financing if vacancies appear on the list of Course participants;

- c) applications with a negative merit-based evaluation - which have received less than 60 points, shall be considered as not meeting the qualitative criteria, which means a negative merit-based evaluation and failure to receive financing.
- 5) Criteria for merit-based evaluation related to persons indicated in part II point 2.1 (d) (SFU):

<p>a) Type of studies attended by the Applicant:</p> <ul style="list-style-type: none"> – Polish philology and studies of Poland and Polish Culture – philological / linguistic – humanities and social sciences – other 	<p>20</p> <p>15</p> <p>10</p> <p>0</p>
<p>b) Educational achievements (preferably confirmed in the recommendation or in an attached document), among others:</p> <ul style="list-style-type: none"> – good results in academic pursuits, including learning Polish language (also such as demonstrating commitment to the studies) – notable achievements of the Applicant (including participation in Polish language and culture competitions, publications) – implemented activities promoting Poland and the Polish language 	<p>0-30</p>
<p>c) Usefulness of gaining command of Polish language, among others:</p> <ul style="list-style-type: none"> – the Applicant conducts research in the field of Polish language or culture (literature, art, music, etc.) for which knowledge of the Polish language is necessary or important – The Applicant plans to undertake or continue studies in Poland – The Applicant plans to participate in projects promoting Polish science, culture or language – The Applicant associates his/her professional or academic future with Poland (or he/she will need Polish for work or in the course of studies) 	<p>0-25</p>
<p>d) Additional points:</p> <ul style="list-style-type: none"> – obtaining recommendation of a Polish language teacher assigned by NAWA to work in a foreign academic center in the 2019/2020 academic year, currently teaching the Applicant or – having the citizenship of one of the states according with the list attached to the Regulations <p>Note: the maximum number of points to be obtained in this criterion is 25 - even if the Applicant meets the two conditions mentioned above.</p>	<p>25</p>
<p>SUM</p>	<p>100</p>

- 6) There are plans to create separate groups for 36 persons who **do not speak Polish (who have never learned Polish)**. For these persons, the number of points obtained in the course of the merit-based evaluation shall be compared exclusively within the said group and result from the following criteria:

<p>a) Type of studies attended by the Applicant:</p> <ul style="list-style-type: none"> – philological / linguistic – humanities and social sciences – other 	<p>15 10 0</p>
<p>b) Educational achievements (preferably confirmed in the recommendation or in an attached document), among others:</p> <ul style="list-style-type: none"> – good results in academic pursuits – notable achievements (e.g. participation in competitions, publications) – implemented activities promoting Poland and the Polish language 	<p>0-35</p>
<p>c) Expected usefulness of gaining command of Polish language, among others:</p> <ul style="list-style-type: none"> – the Applicant conducts research in the field of Polish language or culture (literature, art, music, etc.) for which knowledge of the Polish language is necessary or important – The Applicant plans to undertake or continue studies in Poland – The Applicant plans to participate in projects promoting Polish science, culture or language – The Applicant associates his/her professional or academic future with Poland (or he/she will need Polish for work or in the course of studies) 	<p>0-35</p>
<p>d) Additional points:</p> <ul style="list-style-type: none"> – having the citizenship of one of the states according with the list attached to the Regulations – opportunity of effective dissemination of the acquired knowledge about Poland in the Applicant's country, region and environment <p>Note: the maximum number of points to be obtained in this criterion is 15 - even if the Applicant meets the two conditions mentioned above.</p>	<p>15</p>
<p style="text-align: right;">SUM</p>	<p>100</p>

- 7) Criteria for merit-based evaluation related to persons indicated in part II point 2.1 (f) (the Teachers)

a)	Creativity and commitment to promoting Polish language and culture - evaluated based on the description of experience and achievements, obtained recommendations as well as the description of motivation contained in the application.	0-40
b)	Expected usefulness of the Course for the Applicant - evaluated based on the description of motivation contained in the application as well as the recommendation obtained.	0-40
c)	The number of students taught by the teacher during the 2019/2020 academic year (confirmed in the recommendation or by a certificate)	
	– up to 10 persons	5
	– from 11 to 25 persons	10
	– from 26 to 50 persons	15
	– over 50 persons	20
SUM		100

4. Information on the call for proposals results and the agreement

- 1) The NAWA Director shall issue the decision on granting or refusing to grant funds under the Program.
- 2) Within the time limit indicated in the decision of the NAWA Director, the Applicant shall be obliged to conclude the agreement, the model of which is attached as Annex 1 to the Regulations, available in the NAWA ICT System. Failure to conclude the agreement in the NAWA ICT System in the abovementioned time limit shall mean resignation from the Course.
- 3) Following the NAWA Director's approval, the ranking list shall be published on NAWA's website. In justified cases the NAWA Director can extend the period for carrying out the evaluation.
- 4) The list of applicants which were found eligible for financing, including their names and surnames, shall be published at NAWA's proprietary website in the Public Information Bulletin (BIP).

5. Information regarding the appeal procedure

- 1) According to art. 25 (2) of PNAAE, the Applicant, after receiving information about leaving the application out of consideration or the decision of the NAWA Director, may request the Director to reconsider the case in the event of any formal infringements occurring in the course of granting funds.
- 2) The request to reconsider the case may include reservations only on formal issues during the allocation of funds, and not to the legitimacy of the merit-based evaluation

- carried out pursuant to these Regulations, as part of the proceedings at the first instance.
- 3) The request to reconsider the case shall be submitted to the NAWA Director within 14 days from the date of receipt of the decision to the following address:
Narodowa Agencja Wymiany Akademickiej
ul. Polna 40
00-635 Warszawa
 - 4) The persons who participated in the original evaluation shall not be involved in examining the request to reconsider the case. When considering the aforementioned requests, the NAWA Director may consult external experts.
 - 5) The Applicant may lodge a complaint against the NAWA Director's decision issued pursuant to Article 25 (1) of PNAAE, with the Voivodeship Administrative Court (Wojewódzki Sąd Administracyjny) in Warsaw at: ul. Jasna 2/4, 00-013 Warszawa (even without exercising the right to submit the request to reconsider the case referred to in Article 25 (2)). The complaint may also be lodged against the ruling declaring the inadmissibility of the request to reconsider the case. The complaint shall be filed via the Director of the Polish National Agency for Academic Exchange at: ul. Polna 40, 00-635 Warszawa, within 30 days from the receipt of the aforementioned decision/ruling.

IV. OBLIGATIONS OF THE SCHOLARSHIP HOLDER

Obligations of the Scholarship Holder shall include:

- 1) possessing health insurance (including in particular insurance of medical expenses, transport to hospital throughout the duration of the agreement) and accident insurance,
- 2) arrival at the Course site,
- 3) covering their own travel expenses (to the Course site and back),
- 4) attending at least 75% of obligatory classes within the Course,
- 5) participating in evaluation activities during the Course and after its completion, including filling up an on-line questionnaire the access to which will be provided before the Course is completed,
- 6) participation in evaluation studies conducted by the Ministry of Science and Higher Education on the principles set out by the Ministry of Science and Higher Education,
- 7) cooperating with the Course organiser and lecturers, so that the Course yields best possible results,
- 8) caring for his/her accommodation, learning premises and didactic materials and aids entrusted to him/her.

V. RULES OF FINANCING

1. Funds to cover the cost of participation in the Courses (cost of didactic classes as well as food and accommodation) shall be provided to the Course organisers based on a separate agreement. The following items shall receive financing under the Program:
 - 1) Course didactic program;

- 2) cultural program;
- 3) food and accommodation (3 meals a day).
2. In addition, Course participants shall receive a scholarship in the amount of:
 - 1) PLN 500.00 (applies to persons indicated in part II point 2.1 (d) (**SFU**), part II point 2.1 (e) (**SBA**) and part II point 2.1 (g) (**LOC**)) or
 - 2) PLN 700.00 (applies to persons indicated in part II point 2.1 (f) (**the Teachers**)),which the organisers shall pay once within 7 days from the start of the Course. Scholarship shall be paid contingent on arrival to the Course site at the centre specified in the Director's decision.
3. The Program does not provide for NAWA covering the costs of health insurance and accident insurance for Scholarship Holders.

VI. MODIFICATIONS OF THE REGULATIONS

1. NAWA reserves the right to amend these Regulations except for amendments resulting in unequal treatment of the Applicants, unless a necessity to introduce such amendments arises from the generally applicable law. Introduced amendments shall apply from the moment of their publication, effected in the way analogous to the announcement of the call for proposals. Applications filed before the publication of modifications to the Regulations shall be resubmitted by the Applicant if their provisions are not in line with modifications introduced. NAWA shall notify all Applicants who have submitted their applications prior to publication of the amendments to the Regulations of such amendments by sending information in the NAWA ICT system. 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 wording of the Regulations including the modifications made, which at the same time shall be the moment, from which they shall be applicable.
2. NAWA reserves the right to cancel a call for proposals, in particular in the case of substantial modifications made to the legislation and affecting the conditions of conducting the call for proposals, occurrence of force majeure and in other justified cases.
3. All information necessary for the proper conduct of the call of proposals shall be placed by NAWA on the website: www.nawa.gov.pl. It is recommended that the Applicants keep themselves apprised of the information placed on the aforementioned website.

VII. PERSONAL DATA PROTECTION

1. The personal data controller for Applicants, Scholarship Holders and contact persons shall be NAWA. The data shall be used for the following purposes:
 - 1) conducting the call for proposals under the Program,
 - 2) selecting Scholarship Holders,
 - 3) implementation and promotion of the Program.
2. Personal data may be provided to NAWA employees, external experts or employees of institutions organising the summer Courses in connection with the pursuance of the aforementioned objectives.

3. The legal basis for the processing of personal data is Art. 6 (1) (b) and (e) of the General Data Protection Regulation (GDPR). Provision of the data shall be voluntary but necessary for participating in the call for proposals or selection of the Scholarship Holders as well as for signing agreements with them. Refusal to provide the data shall be tantamount to the application being left out of consideration.
4. The data shall not be used for making decisions based solely on the automated processing of personal data, including profiling within the meaning of art. 22 of the GDPR.
5. Personal data of:
 - 1) the Applicants - shall be used for a period of 5 years from the date of announcing the call for proposals results
 - 2) the Scholarship Holders - shall be used for the period of 5 years from the termination of the scholarship agreement.
6. The data subject shall be entitled to:
 - 1) request from NAWA access to his/her personal data,
 - 2) rectify, delete or limit the use of his/her personal data,
 - 3) transfer his/her personal data,- on the terms set out in the GDPR.
7. In addition, the data subject shall be entitled to:
 - 1) object to the use of his/her personal data when the basis for its use is a task carried out in the public interest (Article 6 (1) (e) of the GDPR),
 - 2) lodge a complaint to the supervisory body (the President of the Personal Data Protection Authority at: ul. Stawki 2, 00-193 Warszawa).
8. Contact details of the Data Protection Officer: Adam Klimowski, odo@nawa.gov.pl.

VIII. CONTACT WITH NAWA

The contact person for the Program is:

Adam Brańko

tel.: +48 22 390 35 10

e-mail: kursletni@nawa.gov.pl