

## TERMS AND CONDITIONS OF THE PROGRAMME

Summer courses of the Polish language and culture 2018

Warsaw, 15<sup>th</sup> March 2018

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## 1. GENERAL INFORMATION ABOUT THE PROGRAMME

The Programme's objective is teaching and promoting Polish language and culture abroad via allowing foreign students to participate free of charge in several-week long courses of the Polish language and culture organised in Poland. The Programme Beneficiaries, apart from being given the opportunity to participate free of charge in a language course and cultural programme, will be provided with full board and accommodation and a one-off NAWA grant of PLN 500.00.

The Programme is addressed to Polish language learners and persons who intend to start learning Polish. The Programme is aimed at encouraging foreign students to continue learning the Polish language after they return to their universities or to take up university studies in Poland.

The Programme curriculum covers classes in Polish as a foreign language at A1 to C2 reference levels, lectures on Polish history and culture, visits to exhibitions, integration meetings and meetings with Polish students. In the event any beneficiaries express an interest in taking the official certification exam held on 21-22 July 2018, preparation for the exam will constitute an essential part of the course.

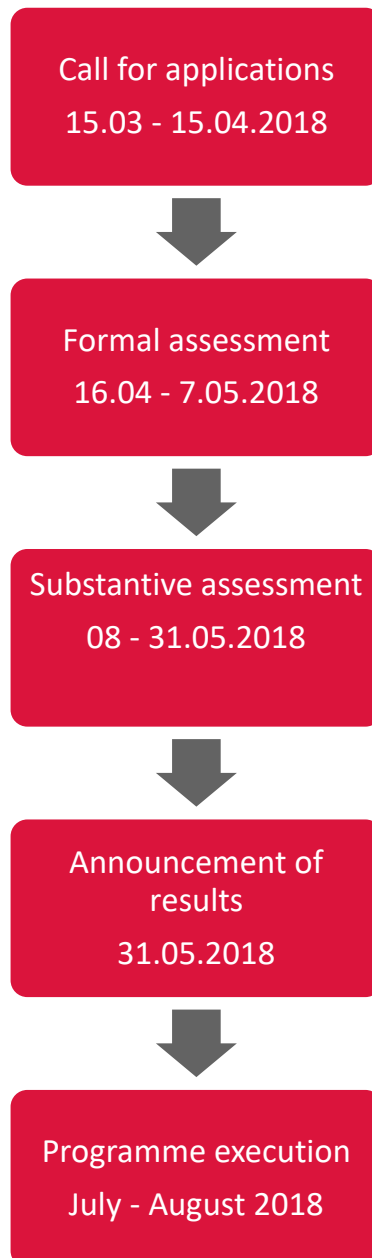
Owing to participation in the course, foreigners will be able to not only enhance their linguistic competence but also become more familiar with Poland and its inhabitants, and to meet other students from many different parts of the world who share the same interests in Polish language, Polish culture and heritage. Foreigners applying to the Programme may participate in one course held in either July or August 2018. The courses last three or four weeks and are organised by leading centres specialising in teaching Polish language and promoting Polish culture operated by Polish universities.

Applications to the Programme are subject to a formal and substantial assessment. The final result of the works of the assessment panel is a ranking of applicants, on the basis of which the selected applicants will be assigned to a course organised by a given academic centre.

### 1.1. Key terms and abbreviations

- NAWA, Agency – Polish National Agency for Academic Exchange
- Applicant – a student of a foreign university applying for a scholarship of the Polish National Agency for Academic Exchange, applying for a place at a selected course in Polish language and culture in 2018.
- Beneficiary – an individual in receipt of a scholarship from the Polish National Agency for Academic Exchange
- Programme – *Summer courses of the Polish language and culture 2018 Programme*
- Course, Courses – courses held as part of the *Summer courses of the Polish language and culture 2018 Programme*

## 1.2. Programme Schedule



### 1.3. Terms and conditions of the application procedure

NAWA reserves the right to amend these Terms and Conditions in the course of the application procedure, save changes resulting in the unequal treatment of applicants, unless such amendments are necessary under the generally applicable provisions of law. Any and all amendments take effect as from the date of their publication done in the same manner as the manner of publication of information about the application procedure. In the event an application filed prior to the introduction of an amendment fails to meet the requirements pursuing from said amendment, the applicant shall have to file his or her application again or supplement it accordingly.

NAWA reserves the right to annul the application process, in particular in the event of the introduction of material amendments to the law applicable to the terms and conditions of the application procedure, in the event of occurrence of force majeure events, in the event of occurrence of the risk of the ineffective spending of the funds allocated for the application procedure as part of the Programme or in other reasonable circumstances.

All information about the application procedure held as part of the Programme are published by NAWA on its website: [www.nawa.gov.pl](http://www.nawa.gov.pl). Applicants are advised to check for any updates of the information published on the website.

## 2. APPLICATION PROCEDURE

Applicants file an application selecting the date of the course of their choice (the applicant may select 2 optional dates indicating which of the two is the preferred date): 1-22 July, 1-29 July, 1-22 August and 1-29 August 2018. Filing an application to the Programme is tantamount to the acceptance of the Terms and Conditions of the Programme.

### 2.1. Eligible applicants

Foreigners meeting all of the following criteria **aggregately** may apply to the Programme:

- are students of foreign universities;
- are not Polish citizens;
- are not enrolled at a Polish university (in the academic year 2017/2018);
- are learning Polish or have a knowledge of English at the level of B1 at the least.

### 2.2. Dates and form of application submission

Applications to the Programme may be submitted from 15 March until 15 April 2018 exclusively in electronic form via the Agency's IT system. The IT system will be shut down on **15 April 2018**

**at 15.00 local time.** It will not be possible to submit an application after the above deadline. Once an application is submitted within the time-limit given above, the status of the application will be changed to “filed” and the applicant will receive an email message with the application reference number.

2.3. The list of required enclosures to the application:

- curriculum vitae (CV);
- motivation letter;
- certificate of enrolment as a student at a foreign university;
- letter of recommendation endorsing the applicant’s participation in the course issued by a Polish language instructor, or – in the case of persons who had not been learning Polish to date – by an academic teacher from the faculty of the applicant's university;

Other letters of recommendation demonstrating the usefulness of the applicant’s participation in the course may be enclosed to the applications as well.

The documents must be made in Polish or English. In the event the original document is made in a different language, the applicant must submit a translation of the document in the Polish bearing the translator’s stamp.

### 3. APPLICATION ASSESSMENT AND SELECTION PROCEDURE

3.1 The course of the application assessment procedure

Applications are subject to a formal and substantive assessment. Only applications meeting the formal requirements will be forwarded for substantive assessment. Once the substantive assessment is completed, a ranking of applicants will be developed, on the basis of which the applicants will be granted funding and assigned a place at a course at a given academic centre.

3.2 Formal assessment

The objective of the formal assessment is the verification of whether the applications meet the formal requirements set out in these Terms and Conditions.

Only complete applications will undergo a formal assessment. In the event an incomplete application is submitted, the applicant will be addressed with a request to supplement the

application with 14 days from the date of receipt of the request, and the applicant will be instructed that in the event the application is not supplemented, it will not be processed at all.

Applications which do not meet the formal requirements set out in the announcement of the procedure for applications to the Programme will not be processed either.

Information on the necessity to supplement the application will be sent electronically via a notification dispatched by the system to the applicant's email address.

The formal assessment of the applications is carried out by NAWA employees.

Following the completion of the assessment procedure of all applications, a list of applications forwarded for substantive assessment and a list of applications that were not processed will be developed. The applicants will be notified of the result of the formal assessment via the NAWA IT system.

The formal assessment will be carried out until 7 May 2018.

### 3.3 Substantive assessment

The substantive assessment is carried out by an Assessment Panel appointed by the NAWA Director and its objective is to develop a ranking of the applications. The substantive assessment is carried out with respect to the applications that were found to meet the formal requirements.

The Assessment Panel consists of at least three NAWA employees. The Panel Head may address the NAWA Director with a request to have an external expert appointed as member of the assessment panel. The recruitment of external experts will be carried out with the observance of the procedure operative at NAWA. The objective of the work of the Assessment Panel is to develop a ranking of applicants for each of the dates of the summer courses, on the basis of which selected applicants will be assigned a place at a course organised by a given academic centre.

The substantive assessment consists in the assessment of the motivation of the application and the usefulness of the course for the particular applicant. The substantive assessment is carried out in compliance with the grading scale provided in the Substantive Assessment Chart.

Upon completion of the substantive assessment procedure, the Assessment Panel will develop a ranking of the applicants and will produce it for approval to the Agency Director. The ranking features:

- applications qualified for funding;
- applications placed on the waiting list – i.e. applications which got a positive substantive assessment result and which will be awarded funding if the places on the list of course participants are freed;

- applications which got a negative assessment result – i.e. applications which scored fewer than 5 points in the overall assessment will be found to have not met the quality criteria which translates into a negative substantive assessment result. Such applications are not eligible for funding.

The substantive assessment will be carried out until 31 May 2018.

### 3.4 Criteria for substantive assessment

	Criterion	Maximum number of points to be scored
1.	Applicant's motivation (assessed based on the CV and motivation letter)	0-5
2.	Usefulness of the course for the given applicant (assessed based on the letters of recommendation enclosed)	0-5
	TOTAL	0-10

### 3.5 Manner of publication of the application procedure results

The NAWA Director will issue a decision on awarding or the refusal to award funds as part of the Programme.

The applicant is required to confirm his or her participation in the Programme within 14 days from the date of receipt of information on being awarded the funds. Failure to confirm participation within said time-limit shall be tantamount to resignation from participation in the Programme.

Information on the results of the application procedure to the Programme will be posted on the NAWA website in the Public Information Bulletin by 15 June 2018.

The list of applicants who were awarded funding, containing their first and last names, will be posted on the website of the Agency in the Public Information Bulletin.

### 3.6 The appeal procedure

In the event of occurrence of formal infringements in the course of awarding funding, the applicant may address the Director with a request to have his or her case reassessed.



A request for the reassessment of the case may contain reservations with regard to formal issues related to the procedure of awarding funds only, and not to the legitimacy of the substantive assessment carried out in compliance with these Terms and Conditions.

The filing of a request to have the case reassessed for any other reason will be conducive to the issuance of a decision stating the inadmissibility of filing a request for reassessment of the case.

Requests for reassessment may be filed with the NAWA Director in writing within 14 days from the date of receipt of the decision to the following address:

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

The processing of the request for reassessment shall be carried out by persons other than those who participated in the assessment procedure of applications to the Programme.

#### **4. OBLIGATIONS OF THE BENEFICIARY**

The duties of the beneficiary are as follows:

- Participation in all classes within the course curriculum;
- Participation in all evaluation activities in the course of the course and following its completion;
- Cooperation with the course organisers and course instructors with the aim of attaining the best possible results of the course;
- Taking care of the accommodation, the venue where classes are held and of the class materials received.

#### **5. PRINCIPLES OF AWARDING FUNDING**

The awarded funds towards the coverage of the cost of participation in the summer courses (cost of classes, board and accommodation) will be transferred to the organisers pursuant to a separate agreement. As part of the execution of the Programme, the funding will be allocated for the financing of:

- The teaching syllabus of the course;
- The cultural programme (museum trips, theatre outings, location-based immersion games, etc.);
- Accommodation and full board (3 meals a day).

In addition, summer course participants will receive a NAWA grant of PLN 500.00 payable by the organisers as a one-off payment within five days after the start of the course.

As part of the execution of this Programme, NAWA shall not be responsible for the coverage of the cost of insurance of Beneficiaries.

### 5.1 Expulsion from the course

A participant may be expelled from the course in the event of repeated absence from classes, failure to adhere to the principles of life in community, lack of care for the accommodation, and a gross violation of these Terms and Conditions. A participant who is expelled from the course will be prevented from taking part in any future editions of the Programme.

## 6. PERSONAL DATA PROTECTION

The Agency is the administrator of the personal data of applicants, beneficiaries and contact persons. The data will be used for the following purposes:

- Programme application procedure,
- selection of beneficiaries;
- Programme execution.

Personal data may be transferred to NAWA employees, external experts or the employees of institutions organising the summer courses in connection with the fulfilment of the said purposes.

The legal basis for the processing of personal data is Article 6 Section 1(b) of the General Data Protection Regulation (GDPR). The provision of personal data is voluntary but necessary for the participation in the application procedure or the execution of the grant agreements. Refusal to provide personal data shall be conducive to the non-processing of the application.

Personal data of:

- applicants – will be used over a period of 5 years from the date of announcement of the application procedure results
- beneficiaries – will be used over a period of 5 years from the end of the term of the grant agreement

The person whose data are processed has the right to:

- Request that the Agency provide access to his or her personal data;
- Correct, delete or restrict the use of his or her personal data;
- File an objection to the use of his or her personal data;
- Have the personal data transferred;
- File a complaint to a regulating body (General Inspector for Personal Data Protection [GIODO], ul. Stawki 2, 00-193 Warszawa

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