

**Regulations for the award of scholarships supporting participants in a project under Measure 4.4 “Increasing the human potential in the R&D sector,” as part of the 2014-2020 Smart Growth Operational Programme (SGOP), Axis IV: Increasing the human potential in the R&D sector, funded by the European Regional Development Fund – TEAM-NET competition**

**§ 1**

**General provisions**

1. These Regulations (“Regulations”) set out the rules, conditions and procedures for the award and payment by the Beneficiary – using funds provided for project implementation under TEAM-NET, funded by the European Regional Development Fund as part of the 2014-2020 Smart Growth Operational Programme, Axis IV: Increasing the research potential, Measure 4.4: Increasing the human potential in the R&D sector (“the Project”), in which the Foundation for Polish Science acts as the Implementing Authority (“the Implementing Authority” or “the Foundation”) – of scholarships supporting Project participants who have been selected to conduct research as part of the project (“Scholarship Holders”).
2. Capitalised terms used but not defined in these Regulations shall have the meanings ascribed to them in the Project Grant Agreement.

**§ 2**

**Rules, conditions and procedures for Scholarship award**

1. The Scholarship shall be awarded by the Beneficiary at the request of the Project Leader. The Foundation reserves the right to accept the recruitment report. Should the Foundations exercise such a right, its non-acceptance of the report shall cause the relevant expenditure to be considered an ineligible Project cost.
2. Scholarships shall be awarded to individuals who meet each of the conditions set forth below, i.e. to individuals who:
  - a) have been selected to implement Project tasks, based on a competition procedure, in line with the selection rules described in the Competition Documentation;
  - b) has the status of a student of first- or second-cycle degree, or equivalent, or has the status of a third-cycle degree participant;
  - c) does not receive any other research scholarships under any other programmes implemented by the Foundation for Polish Science, regardless of the source of their funding, except for the Start programme.
3. The Scholarship Holder must fulfil the conditions set out in § 2 above throughout the entire Scholarship period. Where the Scholarship Holder no longer fulfils any of the above-mentioned conditions, including in particular where the status of the Scholarship Holder, as indicated in § 2 (b) above, has changed, the Beneficiary shall cease to pay the Scholarship, and immediately notify the Project Leader and the Implementing Authority of this fact.
4. In order to confirm that the Scholarship Holder fulfils the conditions set out in the Regulations, the Beneficiary shall provide the Implementing Authority with the Scholarship Holder’s Declaration, based on the template Declaration which forms Appendix 1 hereto, along with a document confirming, via the Implementing Authority’s electronic system, that the Scholarship Holder has an undergraduate, graduate or PhD student status.

5. In legitimate cases, the Beneficiary has the right, on its own initiative, or at the request of the Project Leader or the Implementing Authority, to cease paying the Scholarship, in particular where the Scholarship Holder has ceased to fulfil the Scholarship conditions by:
  - a) losing the status referred to in § 2 (b) above;
  - b) failing to comply with § 3 (6) below;
  - c) failing to meet the obligations stated in § 5 or § 8;
  - d) no longer being involved in research work;
  - e) working at a research centre abroad for purposes which are not directly related to the Project;
  - f) failing to comply with the rules provided for in the Code of Ethics for the Foundation's Awardees and Beneficiaries, as published on the Foundation's website;
  - g) performing Project tasks in a manner which does not meet the Project Leader's requirements;
  - h) failing to comply with other provisions of the Regulations.
6. In the request referred to in § 2 (5) above, the Project Leader shall provide information regarding the period in which the Scholarship Holder has ceased or failed to meet the Scholarship conditions, and the extent to which such Scholarship Holder has ceased or failed to meet the Scholarship conditions.
7. The Beneficiary shall cease to pay the Scholarship at the request of the Implementing Authority, as referred to in § 2 (5) above.
8. Where the Project Grant Agreement is terminated, the Beneficiary shall cease to pay the Scholarship.
9. Where the circumstances referred to in § 2 (5) or any other circumstances have occurred, which would warrant the cessation of Scholarship payment, the Project Leader shall immediately submit the request referred to in § 2 (5) and § 2 (6) to the Beneficiary, and notify the Implementing Authority of this fact.
10. Where the decision has been made to cease Scholarship payment in accordance with § 2 (5-9), the Scholarship paid by the Beneficiary after the date stated in the request shall be viewed by the Implementing Authority as an ineligible expenditure.

### § 3

#### **Scholarship amount and payment conditions**

1. The amount of the Project Scholarship and the Scholarship award period shall be decided by the Project Leader in accordance with the rules set out in the Competition Documentation.
2. Where the Beneficiary pays a Scholarship whose amount or award procedure is not compliant with the provisions of these Regulations or Competition Documentation, such a Scholarship shall be viewed as an ineligible Project expenditure.
3. The Beneficiary shall have the right to pay the Scholarship using Project funds, starting from the month following the month in which the results of the competition referred to in § 2 (2) (a) above are announced.
4. The Scholarship shall be paid as long as the Scholarship Holder fulfils the conditions set out in § 2 (2) above, but no longer than by the end of:
  - a) the period in which the Scholarship Holder has the status of a student (applies to first-degree or equivalent students);

- b) the calendar month in which the Scholarship Holder defended his or her Master's thesis (applies to second-degree or equivalent students);
  - c) the calendar month in which the Scholarship Holder defended his or her doctoral dissertation (applies to third-degree students);
  - d) the month in which the Scholarship Holder completed his or her studies as stated in the relevant certificate (applies to students of medical universities).
5. The Scholarship shall be paid by the Beneficiary to the Scholarship Holder's bank account on a monthly or tri-monthly basis, as arranged between the Beneficiary and the Project Leader, on condition that every three months, the Project Leader shall confirm to the Beneficiary that the Beneficiary may continue paying the Scholarship to the Scholarship Holder. Every three months (throughout the Scholarship period), the Beneficiary shall send the Implementing Authority, via the Implementing Authority's electronic system, a Project Leader's Declaration confirming that the Scholarship Holder fulfils his or her Project tasks properly.
  6. Scholarship Holders may not receive remuneration from Project funds while collecting the Scholarship.
  7. Scholarships are exempt from personal income tax under Article 21(1)(137) of the Personal Income Tax Act of 26 July 1991 (Journal of Laws of 2018, item 200, as amended).

#### § 4

##### **Scholarship Holder's obligations**

1. During the Scholarship period, the Scholarship Holder shall in particular:
  - a) continue his or her research work under the Project Leader's supervision;
  - b) perform Project tasks;
  - c) immediately notify the Beneficiary that the Scholarship Holder has lost the status referred to in § 2 (2) (b) above;
  - d) inform the Beneficiary of any Scholarship-related problems;
  - e) fulfil the reporting obligations referred to in § 5, and the information and promotion obligations referred to in § 8;
  - f) comply with the rules provided for in the Code of Ethics for the Foundation's Awardees and Beneficiaries, as published on the Foundation's website;

#### § 5

##### **Scholarship Holder's reports**

1. Scholarship Holder's periodic research reports submitted during the Scholarship period shall be appended to the Beneficiary's reports submitted at the times stipulated by the Project Grant Agreement.
2. Scholarship Holder's reports should cover the entirety of Scholarship Holder's research-related activities in the relevant Scholarship reporting period. Such reports should be based on the template provided by the Implementing Authority.
3. The Scholarship Holder shall submit periodic reports to the Project Leader seven (7) days after the end of each reporting period, as stated in the Project Grant Agreement, at the latest,

but not before the last day of the reporting period to which the report relates (the first report covers the period from the date of first Scholarship payment to the end of the relevant reporting period, and the last reporting period commences after the last Scholarship payment).

## § 6

### **Scholarship suspension**

1. Where the Scholarship Holder becomes temporarily unable to fulfil his or her Scholarship obligations, as set out in the Regulations, or where the Project Leader has a reasonable suspicion that the Scholarship Holder will not fulfil such obligations in the future (in particular due to illness, maternity or parental leave), the Project Leader may decide to temporarily suspend Scholarship payment for a maximum of 12 months. Should the Project Leader intend to accept a new Scholarship Holder, the Project Leader shall take on a new Scholarship Holder, and have the Implementing Authority approve a fast-track procedure for the replacement of the Scholarship Holder, or select a person from the list of Scholarship candidates who have been reviewed in any competition held thus far.
2. Where a replacement is selected for the Scholarship Holder, the person replacing such a Scholarship Holder shall fulfil the Project criteria established for this Scholarship Holder, in particular with regard to the student status as referred to in § 2 (2) (b), and comply with the conditions set out in § 2 (2) (c). The Beneficiary shall provide the Implementing Authority with the details of the said person within seven (7) days of the end of the recruitment procedure.
3. The Scholarship Holder may be replaced only once and for a maximum total period of twelve (12) months.
4. The Scholarship payment rules applicable to the selected replacement shall be analogous to the Scholarship payment rules set out in § 3.

## § 7

### **Extension of the Scholarship period**

1. In the case of a Scholarship Holder who has the status of a first-degree student, the Project Leader may request that the Scholarship payment period be extended to the end of the period referred to in § 3 (4) (a), on condition that, throughout the period from the defence of the Bachelor's thesis to the date of being granted the status of a second-degree student, the Scholarship Holder:
  - a) has the status of a student; and
  - b) continues to be involved in research work; and
  - c) does not work at a research centre abroad for purposes which are not directly related to the Project.
2. The Project Leader shall notify the Beneficiary of any requests regarding changes in the Scholarship payment period. The Implementing Authority must also be notified of such requests. Such changes may not, however, involve changes from the status of a second-degree student to the status of a third-degree student.

## § 8

### **Scholarship Holder's information and promotion efforts**

1. During the Scholarship period, the Scholarship Holder shall, at conferences, seminars and during other public speeches, mention that the Scholarship, as well as the Project are funded by the European Union under SGOP, and specify the role of the Foundation with regard to the Scholarship and the Project.
2. It is recommended that the Scholarship Holder adhere to the Project information and promotion rules set out in the “Information and Promotion Manual for Applicants and Beneficiaries of Cohesion Policy Programmes 2014-2020” published on [www.poir.gov.pl](http://www.poir.gov.pl).
3. The Implementing Authority reserves the right to publicise the image of the Scholarship Holder and information on his or her research work for information and promotion purposes.
4. The Scholarship Holder shall use only the official name of the Foundation and the logo available on the Foundation's website for the performance of his or her obligations stated in this paragraph.

## § 9

### **Final provisions**

1. All opinions, requests, reports and information may be shared by the Implementing Authority, the Scholarship Holder, the Project Leader and the Beneficiary, between one another, by email or via the Implementing Authority’s electronic system.

(Place and date)

(Scholarship Holder's name)

### Statement

With regard to the scholarship I have been granted by ..... (*Beneficiary's name*), which constitutes support for participants in a project entitled ..... (*Project name*) (hereinafter "the Scholarship"), financed from the European Regional Development Fund as part of the 2014-2020 Smart Growth Operational Programme, Priority axis IV: "Increasing the research potential," Measure 4.4: "Increasing the human potential in the R&D sector" (hereinafter "The Project"), in which the Foundation for Polish Science assumed the role of Implementing Authority (hereinafter "the Implementing Authority" or "the Foundation"), I hereby represent that

- 1) I have been selected for implementing tasks within the Project, based on a competition procedure;
- 2) I have the status of a student of 1st cycle studies or an equivalent programme/ the status of a student of 2nd cycle studies or an equivalent programme / the status of a student of 3rd cycle studies<sup>1</sup>;
- 3) I am not receiving any other scientific scholarship under any other programmes implemented by the Foundation for Polish Science, regardless of the source of their funding, except for the Start Programme;
- 4) I have read, and undertake to observe the "Regulations for the award of scholarships supporting participants in a project under Measure 4.4 "Increasing the human potential in the R&D sector," as part of the 2014-2020 Smart Growth Operational Programme (SGOP), Axis IV: Increasing the human potential in the R&D sector, funded by the European Regional Development Fund – TEAM-NET competition";
- 5) I have read, and undertake to observe, "The Code of Ethics of the Laureates and Beneficiaries of the Foundation for Polish Science", published on the Foundation's website.
- 6) I undertake to inform the Beneficiary and the Project Leader on any change in circumstances which could affect my ability to meet the conditions of awarding scholarships, referred to in § 2 (2) of the Regulations.

.....  
(Scholarship Holder's legible signature)

I further represent that, pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), I hereby consent for my personal data to be transferred to the Foundation for Polish Science,

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<sup>1</sup> Delete as appropriate

based in Warsaw, at ul. I. Krasickiego 20/22 (post code 02-611), in relation with settlements within the Project covered by the funding, and for reporting, review, inspection and archiving purposes.

I hereby expressly state that I provide my personal data voluntarily, and represent that the data is true.

I further represent that I have read the content of the information clause, including the details of the purpose and method of processing of personal data by the Foundation, and of any rights vested in me in relation with the processing of personal data.

.....

(Scholarship Holder's legible signature)

### **Information clause**

Pursuant to the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), we hereby inform that:

1. the Foundation for Polish Science has appointed a Data Protection Officer. You may contact the Data Protection Officer on [iodo@fnp.org.pl](mailto:iodo@fnp.org.pl) on all matters relating to the processing of personal data and your rights in relation to the processing of personal data.
2. Your personal data will be processed in relation to the settlements within the Project covered by funding, as well as for reporting, review, inspection and archival purposes.
3. The personal data you provide will be transferred to third parties, in particular for the purpose of inspections, expenditure verification and evaluations carried out by the Foundation, the SGOP Intermediary Authority, the SGOP Managing Authority and other authorised entities.
4. Common personal data will be used in the data-processing procedures.
5. Your personal data will be stored for a period necessary for the implementation of the objective laid down in pt. 2.
6. As regards the processing of your personal data, you have the right to request access to your personal data, rectification of your personal data, restriction of processing of your personal data, the right to transmit your data to another controller, the right to request erasure of the personal data or to object to their processing, the right to withdraw your consent, and to lodge a complaint with the President of the Office for Personal Data Protection.
7. Providing the personal data is necessary for the implementation of the designated objective.
8. Your personal data will not be subject to automated decision-making or profiling.