



UNIwersYTET JAGIELLOŃSKI
W KRAKOWIE

Prorektor UJ

ds. badań naukowych i funduszy strukturalnych

1027.0643.66.2021

**COMMUNICATION
BY JAGIELLONIAN UNIVERSITY VICE-RECTOR
FOR RESEARCH
of 21 September 2021**

on: submitting proposals in the Polish National Agency for Academic Exchange (NAWA) programme "Welcome to Poland".

This is to inform you that the Polish National Agency for Academic Exchange (NAWA) has announced a call for proposals in the programme "Welcome to Poland".

The principal objective of the programme is to provide support to the institutional capacity of the Erasmus Charter for Higher Education universities and research entities offering education in the area of providing services to foreign students, doctoral students and academic staff.

The following actions may be implemented under the project:

1. Support offered in the form of training provided to teaching, research and administrative staff involved in the reception of the students and staff from abroad, in particular in the area of management, intercultural, communication, language, analytical, IT and other skills in accordance with the needs of the Programme participants – obligatory actions.
2. Actions related to organisational preparation for providing services to students and staff from abroad by means of:
 - adaptation of internet portals and launching of mobile applications designed to assist in the process of providing services to students and staff from abroad;
 - preparation of information materials, guidebooks in foreign languages, featuring in particular: a package of information to facilitate the process of providing services to the students and staff from abroad, a package of practical tips on getting by in the Applicant's environment and in the local community of the city concerned;
 - drafting and distributing the Applicant's internal acts related to providing services to the students and staff, customary norms, ordinances, procedures in two language versions: Polish and English, to provide equal access to information;
 - translation of teaching materials;
 - development of an English-language, or Polish-English, system for marking the Applicant's buildings and indoor spaces, for the purpose of enhancing the comfort and facilitating acclimatisation of the new foreign students and staff.
3. Development of actions related to internationalisation "at home" by means of:
 - forming nationally mixed groups;
 - developing Polish courses, including materials for courses to be taught to foreign staff and students;
 - raising relationship building between the Applicant's students and employees and the incoming students and staff from abroad;
 - exchange of experiences from acting in a new environment;
 - offering access to foreign publications;
 - holding international meetings/events in foreign languages etc.
4. Raising the spirit of openness and tolerance in the Applicant's academic community and social environment by means of:
 - holding meetings/workshops or seminars focused on intercultural integration;
 - exchanging information on the countries of origin;

- carrying out actions in the area of integrating the students and staff from abroad into the Applicant's community and city.
5. Setting up a spot dedicated to providing services to the students and staff, so-called Welcome Centre, by means of:
 - drafting an architectural design of the service spot;
 - providing adequate training to persons appointed by the Applicant for running the Welcome Centre;
 - preparing materials needed for launching the Centre in particular in terms of the Applicant's educational offer.
 6. Adapting the university to functioning in emergency situations.

Call essentials:

- The project may be carried out in the period between 1 May 2022 and 30 April 2023.
- The project may be implemented over at least 6 and up to 12 months.
- The minimum and maximum amounts of funding per project are, respectively, PLN 100,000 and PLN 400,000.

In accordance with the call's terms one University may submit up to 3 proposals.

The call for proposals is open until 10 November 2021, 3:00 p.m..

Terms and conditions of applying in the call are available on the websites:

- NAWA: <https://nawa.gov.pl/institucje/welcome-to-poland/ogloszenie>
- CAWP: cawp@uj.edu.pl, under tab "Open calls" → "NAWA (Polish National Agency for Academic Research"

Form of submitting proposals:

The NAWA requires that proposals be submitted in an electronic form only. In order to comply with the requirement, a proposal shall be electronically submitted via the NAWA's own IT system, no later than by 3:00 p.m. on the call's final day, i.e. 10 November 2021.

The proposal in electronic form should be sent only once signatures have been secured on the proposal's final version.

Information on granting approval to a proposal by JU or JUMC authorities will be communicated by a call assistant

- at the CAWP, for projects submitted by JU entities,
- at the Research Department, for projects submitted by JU entities.

Internal regulations:

In view of the fact that **one university may submit only 3 proposals**, please submit declarations of application as per the specimen attached as Annex 1 to this communication by **8 October 2021 at the latest. Please make the selection and send in one proposal per entity.**

Proposed projects may be submitted electronically (a document signed with the qualified electronic signature by the organisational entity head (dean, director / head of other organisational entity) or as scans of signed proposals.

- A JU entity shall submit with the call assistant at the CAWP one proposal selected by the JU organisational entity head (dean, director / head of other organisational entity).
- A JUMC entity shall submit with the call assistant at the Research Department of the JUMC one proposal selected by the JU organisational entity head (dean, director / head of other organisational entity).

Based on the declarations you will have submitted, Jagiellonian University authorities will decide on the mode of further processing of the proposals. The call assistant at the CAWP or the Research Department at JUMC shall inform you of the decision of JU authorities.

Once the information on the proposals selected for further processing has been communicated:

- concerns JU entities

The call assistant at the CAWP will contact the representative of the host entity of the selected project to determine individual dates for delivery of project documentation (i.e. an education project entry form and a VAT eligibility form, and a draft and the final version of the proposal).

- concerns JUMC entities

A call assistant at the Research Department will contact the representative of the Faculty / host entity of the selected project to determine individual dates for delivery of project documentation.

With queries and doubts regarding the call you are welcome to contact:

- JU entities with call assistants at the CAWP:

- Ms Patrycja Dąbrowska - Wierzbicka, phone no 12 663 38 40, patrycja.dabrowska@uj.edu.pl,
- Ms Ewelina Dyląg-Pawłyszyn, phone no 12 663 10 88, ewelina.dylag@uj.edu.pl

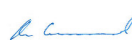
- JUMC entities with call assistants at the Research Department:

- Ms Magdalena Łopuszańska-Rusek, phone no 512,749,598, magdalena.lopuszanska-rusek@uj.edu.pl

Annex to the Communication:

1. Declaration of application in the Polish National Agency for Academic Exchange (NAWA) programme "Welcome to Poland".

Signed by / Podpisano przez:



Piotr Kazimierz
Kuśtrowski

Date / Data:
21/09/2021 19:29