



**GUIDE
FOR APPLICANTS**

**SCHOLARSHIP AND
TRAINING FUND**

**MEASURE I
STUDENT AND STAFF MOBILITY**

TABLE OF CONTENTS

I. GENERAL INFORMATION ABOUT FINANCIAL MECHANISMS	3
2. WHO IS ELIGIBLE FOR SUPPORT UNDER MEASURE I.....	3
3. WHAT TYPES OF PROJECTS MAY BE SUPPORTED?	4
3.1 DESCRIPTION OF ACTIVITIES	4
3.2 PROJECT DURATION	5
3.3 APPLICATION PROCEDURE FOR INDIVIDUALS REGISTERED OR EMPLOYED AT HIGHER EDUCATION INSTITUTION WHICH IS AN ERASMUS UNIVERSITY CHARTER HOLDER.....	5
4. FINANCING AND SETTLEMENT ARRANGEMENTS FOR MEASURE I.....	5
4.1. BASIC INFORMATION	5
4.2. FINANCIAL PROCEDURES - PROJECT BUDGET.....	6
4.3. ELIGIBLE COST CATEGORIES IN MEASURE I	7
4.4. ELIGIBLE COSTS -RULES FOR THE SETTLEMENT OF GRANTS	7
4.5. INELIGIBLE COSTS.....	7
5. APPLICATIONS	8
5.1. HOW TO PREPARE AN APPLICATION.....	8
5.2. DATES OF CALLS FOR PROPOSALS.....	8
5.3. APPLICATION DEADLINES AND MOBILITY DURATION	8
5.4. APPLICATION FORM.....	8
5.5. ANNEXES TO THE APPLICATION	9
6. APPLICATION ASSESSMENT	9
6.1. GENERAL INFORMATION	9
6.2. FORMAL AND ELIGIBILITY CHECK.....	10
7. PROJECT IMPLEMENTATION.....	10
7.1. CONCLUSION OF THE AGREEMENT	10
7.2. ANNEXES TO THE AGREEMENT	10
7.3. PAYMENTS	11
7.4. ARRANGEMENTS FOR ACCOUNTING FOR THE GRANT	11
7.5. REPORTING SCHEDULE.....	12
7.6. UNCOMPLETED PROJECTS AND TERMINATION OF THE AGREEMENT	12
8. PUBLIC AID	12
9. MONITORING	12
10. INFORMATION AND PUBLICITY	13
11. CONTACT WITH THE STF OFFICE	13

I. GENERAL INFORMATION ABOUT FINANCIAL MECHANISMS

The Norwegian Financial Mechanism and the EEA (European Economic Area) Financial Mechanism are the sources of non-refundable aid for Poland, offered by three countries - members of the EFTA (European Free Trade Association), which are also members of EEA (European Economic Area), i.e. Norway, Iceland and Liechtenstein.

The purpose of both Financial Mechanisms is to strengthen the relations between the EEA countries and Poland to the mutual benefit of the citizens of all countries.

Additionally, activities undertaken under the Mechanisms should cover various horizontal aspects which improve quality of implemented projects, while increasingly contributing to the achievement of social and economic cohesion.

The main horizontal aspects include:

- sustainable growth that integrates the environmental, economic and social dimensions,
- gender equality,
- good governance, which is characterised by participation of a wide group of partners in the decision-making process and taking decisions in compliance with the law and clear rules,
- multilateral co-operation,
- cross-border activities.

The major purpose of the Scholarship and Training Fund is to foster co-operation and joint training programmes between higher education institutions in Poland and the EFTA/EEA countries.

Other objectives of the Scholarship and Training Fund are to:

- broaden knowledge and develop methods based on best practices, and transfer innovative solutions in the area of education and training,
- promote mobility of pupils, students, doctoral students, teachers and researchers between Poland and the donor countries,
- further cooperation and partnerships between institutions operating in the field of education in Poland and in the donor countries.

The Fund also promotes higher quality of education in the participating countries by developing international co-operation between higher education institutions and improving teaching facilities of higher education institutions which are the beneficiaries of Scholarship and Training Fund and allows exchange of information and experience between scientific and research units in Poland and the donor countries.

2. WHO IS ELIGIBLE FOR SUPPORT UNDER MEASURE I

The institutions eligible to apply for grants under *Measure I - Student and Staff Mobility* are Polish higher education institutions which are Erasmus University Charter holders, which wish to carry out student and staff exchange projects with Norway, Iceland or Liechtenstein. The higher education institutions (HEI) which organise mobility to partner HEI from the EEA countries finance such mobility from the resources of the Scholarship and Training Fund. At the same time, in the financial reports required under the Erasmus Programme they describe the participation of a given person as zero-financing mobility.

The Measure I budget will finance mobility both from Poland to the donor countries and from the donor countries to Poland. The relevant partner higher education institutions in the donor countries must be informed about this possibility suitably in advance so that they can choose the source of funding for the scholarships of their students/staff.

Polish HEI students and staff interested in mobility projects to Norway, Iceland or Liechtenstein and students and staff from partner HEI from the donor countries submit applications to their home higher education institution in accordance with the Erasmus programme requirements.

Individuals (HEI students and staff) should seek information about mobility opportunities at their home HEI website. More detailed questions will be answered by a faculty co-ordinator or HEI Erasmus co-ordinator and by persons responsible for the Erasmus programme implementation at the HEI.

A Polish higher education institution may co-operate with any number of partner higher education institutions from the donor countries, in so far as it has signed a bilateral agreement with each of those institutions, and will observe the rules and procedures of the Erasmus programme. In particular, this relates to:

- rules and procedures for recruitment and selection of students/staff;
- rules for documenting the stay of individual beneficiaries at the host institutions;
- reporting and settlement rules.

3. WHAT TYPES OF PROJECTS MAY BE SUPPORTED?

3.1. Description of activities

Student and Staff Mobility under the Fund comprises the following categories of activities:

- Student Mobility - **SM**:
 - Mobility of Polish students and mobility of students from the donor countries for study periods of 3 to 12 months within the same academic year;
 - Mobility of Polish students for practical placements at co-operating HEI, companies or organisations for periods of 3 to 12 months within the same academic year;
 - Students travelling to the donor countries for practical placements or study periods may apply for additional support of language and culture training at the country of destination. Any such support will be accounted for after the completion of their placement/study based on a presented course fee payment proof. The course should be organised at the country of destination before or at the beginning of such practical placement or study abroad. The course fee will be reimbursed to maximum amount of 2400, 00 EUR per person. A Course should last from four to six months.
- HEI Staff Mobility - **ST**:
 - Mobility of Polish academic teachers to foreign partner higher education institutions and mobility of foreign teachers to Poland for teaching assignments;
 - Mobility of Polish HEI teachers and administrative staff to foreign partner higher education institutions and mobility of foreign teachers and administrative staff to Poland in order to participate in seminars, trainings, workshops and conferences that improve skills and knowledge in a given field;
 - Work shadowing for Polish and foreign administrative staff and academic teachers at partner higher education institutions. It is the process of following a representative of one's profession at a foreign HEI in order to improve one's own professional qualifications.
- Organisation of Mobility - **OM**

- Any activity of a host HEI, which relates to preparation of student and staff exchange from a partner higher education institution, among others: information, promotion, monitoring, reporting.

3.2 Project duration

Duration of a mobility project is from 1 June of a given year to 30 September of the following year (the maximum of 15 months).

Duration of a of a mobility project in 2008/2009 academic year is from 1 October 2008 to 30 September 2009.

Duration of an individual student mobility project is from 3 to 12 months.

Duration of an individual staff mobility project is from 1 day to 6 weeks. At least 5 hours of teaching activities for the host HEI students must be conducted during one staff mobility in order to complete an assignment.

3.3 Application procedure for individuals registered or employed at higher education institution which is an Erasmus University Charter holder:

- an application is submitted to a home higher education institution in accordance with the Erasmus programme requirements,
- candidates are selected in accordance with the recruitment and selection criteria adopted in the Erasmus programme at a home HEI.

The following criteria are taken into account when selecting students:

- knowledge of the foreign language in which classes are conducted in a host higher education institution,
- academic performance.

The following criteria are taken into account when qualifying academic teachers:

- programme of didactic classes,
- teaching achievements,
- knowledge of the relevant foreign language,
- competencies in teaching international student groups.

Administrative staff are qualified based on:

- Expected impact of foreign training/exchange on personal and professional development,
- Knowledge of the foreign language in which the training will be conducted.

4. FINANCING AND SETTLEMENT ARRANGEMENTS FOR MEASURE I

4.1. Basic information

The total cost of a project is made up of the sum of individual eligible costs, which are described in detail below.

The euro exchange rate to be applied in order to convert the value of the lump sums as indicated in the "Guide for Applicants" into Polish zlotys will be given annually in the "Call for Proposals" and on the STF website. This will be the buying rate of the National Bank of Poland (NBP) for the day of

the announcement of the Call. The project budget, reporting and settlement will be effected in Polish zlotys.

The Beneficiary is not permitted to cover the same expenses from two different sources (double funding).

Expenses should be in line with the aims of the programme and be clearly supported by documents in financial reports to be submitted by the Applicant, and expenditure on the implementation of the project should be proportional to expected results.

4.2. Financing rules - project budget

Students:

Type of cost	Amount of grant
Monthly grant for Polish students going to the donor countries for study period or practical placement	Up to €800 per month
Monthly grant for the donor country students coming to Poland for study period	Up to €500 per month
Additionally: €500 as a lump sum for travel and insurance costs per person. No invoices or receipts to substantiate incurred expenses are required.	

Staff:

Type of cost	Amount of grant
Grants for Polish HEI staff going to the donor countries	€210 per day (for mobility shorter than 7 days) €1050 per week (for mobility shorter than 1 month) €2100 per first month €1100 per second month of mobility
Grants for the donor country HEI staff coming to Poland	€120 per day (for mobility shorter than 7 days) €610 per week (for mobility shorter than 1 month) €1220 per first month €650 per second month of mobility
Additionally: €500 as a lump sum for travel and insurance costs per person. No invoices or receipts to substantiate incurred expenses are required.	

If duration is not equal to a full lump-sum period, grants will be calculated in accordance with the rules valid under the Erasmus programme.

Costs for organisation of mobility - incoming flows - OM	€500 for a higher education institution from Poland or a donor country per incoming student/staff member from a partner HEI
---	---

Costs for organisation of mobility in respect of incoming students are paid to higher education institutions from Poland and the donor countries out of the STF resources.

A Polish higher education institution (Beneficiary) and partner HEIs from the donor countries should make arrangements regarding transfer/payment of any amounts payable in respect of mobility of incoming students/staff.

Moreover, each home HEI which sends its students/staff abroad receives funds for the recruitment and preparation purposes from the Erasmus programme, in accordance with financial arrangements made by a given higher education institution.

4.3. Eligible cost categories in Measure I

- Travel and insurance costs for individual beneficiaries;
- Subsistence costs for individuals during the period spent abroad;
- Costs for organisation of mobility (OM) for host HEIs;
- Tuition fees for a donor country language and culture course paid by a Polish student to a Polish or foreign institution offering language and cultural induction course. If a donor country language course is organised by a Polish institution and the course is held in Poland, then only language learning costs are eligible, without cultural induction costs and subsistence costs. Language courses are to be held before or at the beginning of stay abroad.

IMPORTANT: A Polish higher education institution which is a host to students from a partner HEI from an EFTA-EEA country may organise a Polish language course for such students under the STF Measure II. In such a situation a separate application must be submitted for the support of that course.

4.4. Eligible costs -rules for the settlement of grants

Eligible costs are those which:

- are directly linked to the project implemented,
- have actually been incurred by the Beneficiary during the eligibility period as indicated in the financial agreement,
- are supported with appropriate financial documents and correctly entered into accounts.

The Beneficiary is required to open a separate bank account (sub-account) for the project purposes and to keep a separate finance and accounting documentation for any funds received for the project implementation in accordance with the Accounting Act and in the manner that allows identification of individual accounting operations.

The funds earmarked for the funding of individual participants' subsistence and travel costs to a partner higher education institution are a lump-sum. The STF does not require that they be accounted for based on receipts, invoices or tickets.

Important

Expenditure of a grant awarded to a HEI for the project implementation purposes is subject to the Polish law and to the rules applicable to a higher education institution responsible for spending the funds granted to it.

The funds will be approved in the full amount of grant, as indicated in the agreement, if mobility visits carried out in a given academic year justify the expenditure of the grant lump sum specified in the agreement, and the maximum lump-sum limits, as indicated in this Guide, are not exceeded.

If a HEI - Beneficiary fails to complete its planned visits, the final amount of grant will be reduced to the amount of completed and documented mobility visits. In such a case, the higher education institution will be required to return any unused funds.

4.5. Ineligible costs

- VAT and other taxes and charges which are recoverable pursuant to the legislation.
- Fines, tickets, financial penalties and costs of court proceedings.
- Loan and instalment repayments, payments to cover losses, bank operation payments.
- Charges in respect of interest on financial transaction debit.
- Commissions in respect of currency exchange and currency losses.

- Expenses for which funds have been obtained from other sources.
- Expenses not supported by documents.

5. APPLICATIONS

5.1. How to prepare an application

Applicants are required to fill in and send an application in the on-line system available on the website, and subsequently send to the Intermediary their printed application signed by the person(s) authorised to make declarations of intent on behalf of their institution (in accordance with a copy of the entry to the National Court Register or another register as appropriate for the Applicant). The application should be submitted in 3 copies (1 original and 2 copies) by the deadline published for a given Call.

The original application, together with its 2 copies, must be sent by registered mail or courier service, or delivered in person between 9 a.m. and 4 p.m. to the Intermediary's office. Applicants will receive via electronic mail acknowledgement of the receipt of their application together with its reference number, which will be necessary to obtain further information about the application.

The application submission date is one of the criterions considered during the application's formal and eligibility check. An application will be deemed submitted on the day shown on the post stamp or the courier mail dispatch note or the document acknowledgement from the Intermediary's office. Applications submitted after the deadline will not be considered.

Documents submitted for the contest will not be returned to the Applicants, irrespective of whether the application has been accepted or rejected.

5.2. Dates of "Calls for Proposals"

A "Call for Proposals" for 2008 was announced on 30 April 2008.

The next announcement of the "Call for Proposals" is planned for the autumn 2008.

The "Call for Proposals" contains detailed information on: deadlines for the submission of applications, amounts of available resources, eligible activities and project types.

5.3. Application deadlines and mobility duration

The first application round begins on 30 April 2008 and ends on 30 June 2008.

Applications submitted during that period should cover projects implemented from 1 October 2008 to 30 September 2009.

High education institutions applying for participation in Measure I should make the scheduled Measure I project commencement date conditional upon the real possibility of discontinuing the funding of a specific mobility from the Erasmus funds and switching to the funding from STF funds instead.

5.4. Application form

Before filling in the application form, Applicants should read carefully this "Guide for Applicants".

Applicants are not allowed to modify the form - any changes made in the printed version of the application form will give grounds to reject it as ineligible.

The application form should be completed in the Polish language.

Applicants should check application form themselves with regard to the scope, quality coherence and completeness the information contain therein and make sure that the annexes are complete.

5.5. Annexes to the application

The application should be accompanied by the following annexes:

- A declaration on de public aid de minimis received during a period of the last 3 tax years. This applies to all Applicants, including those which did not receive such aid or do not conduct any business activity (a sample public aid statement is attached to the application form),
- Additionally, non-public sector applicants should enclose a valid extract from the National Court Register or other register as appropriate,
- Non-public sector applicants, which are Erasmus University Charter holders and did not sign an agreement with the Erasmus programme in a given year, but - under various STF Measures - apply for a total amount exceeding the equivalent of EUR 25 000.00, should enclose a balance-sheet and a profit and loss account for the past two years, certified as true copies of the original by an authorised person.

6. APPLICATION ASSESSMENT

6.1. General information

The Intermediary is responsible for the selection of submitted applications.

Each application for a grant will be registered, given a reference number and subjected to a formal and eligibility check.

Where specific minor formal shortcomings are identified, the Intermediary will advise Applicants to make up any such deficiencies. Only the following errors may be corrected:

- no signature of an authorised person in the annexes submitted,
- missing elements in the annexes,
- copies of documents not certified to be true to the original,
- no copy of the application.

It will not be possible to provide full annexes where these are missing in the application.

Any application for a grant which has no signatures of the persons authorised to represent the Applicant will be rejected as ineligible. The signatures in the application must be put in accordance with the rules of representation, as laid down in the relevant documents confirming the manner of representation of the Applicant.

The information about shortcomings will be sent to the Applicant concerned by electronic mail. Please make sure that the provided e-mail address is correct. Counting from the date on which the communication is sent by the Intermediary, the Applicant has 10 working days to send back any clarifications or elements missing in the application by electronic mail. Documents sent by electronic mail should be simultaneously sent in the printed version based on the same requirements as for application submission.

The intermediary will not carry out the application's quality assessment in Measure I. Such assessment was conducted prior to granting the Erasmus University Charter. The Applicant undertakes to observe the provisions of the Erasmus University Charter when implementing the STF Measure I - Student and Staff Mobility.

Applicants will be informed in writing about the results of the selection. This will be followed by the drafting and signing of grant agreements for approved projects.

A list of approved projects will be published on the website at www.fss.org.pl

6.2. Formal and eligibility check

Each application will undergo a formal and eligibility check. The Intermediary may sign a project financing agreement only after the formal and eligibility criteria are fulfilled.

During the formal and eligibility check, the Intermediary checks whether:

- the application has been completed in the on-line system,
- the application was submitted within the time specified in the current “Call for Proposals”,
- the application is stamped and signed by the person legally authorised to undertake commitments on behalf of the Applicant’s institution,
- the original and 2 copies of the application have been submitted,
- the Applicant is an Erasmus University Charter holder,
- the project implementation period falls within the appropriate timeframe (the academic year referred to in the application),
- the application is accompanied by a declaration on public aid de minimis received during a period of the last 3 tax years.

Additionally, the non-public sector Applicants should enclose:

- a valid copy of the entry into the National Court Register or other registration document as appropriate,
- a balance-sheet and a profit and loss account for the past two years, certified as true copies of the original by an authorised person (for Applicants which did not sign an agreement with the Erasmus programme in a given year and apply for a grant exceeding the equivalent of EUR 25 000,00).

7. PROJECT IMPLEMENTATION

7.1. Conclusion of the agreement

Following completion of the formal assessment of applications, financial agreements are signed with Applicants for the implementation of projects. The agreement specifies in detail obligations of the parties, the conditions for the transfer of payments and the requirements for reporting and accounting for the grant awarded.

The bilateral financial agreement is drawn up by the Intermediary in two copies, one for each of the parties.

7.2. Annexes to the agreement

Before signing the financial agreement, the Beneficiary is required to provide:

- a valid certificate from the competent tax office and social security institution confirming no arrears in the payment of taxes, charges and social security contributions.

The Intermediary has the right to request additional documents and information from the Applicant if these are deemed necessary to sign the grant agreement.

The Intermediary reserves the right to refuse to sign an agreement with the Applicant in the following cases:

- the Applicant owes arrears to the State Treasury,
- the Applicant has misinformed the Intermediary by submitting false documents or providing misleading information, statements, etc.

- the Applicant is the subject of a petition to declare bankruptcy or liquidation, or its business activity has been suspended or has affairs administered by the courts,
- the Applicant has refused to provide the required documents,
- the Applicant has been convicted by means of a legally valid sentence for offences,
- the Applicant has not fulfilled the requirements arising from previous agreements concluded with the Foundation for Development of Education System,
- the Applicant does not have permanent and sufficient sources of financing.

7.3. Payments

The Beneficiary is required to open a separate bank account or sub-account in PLN to be used only for the project implementation purposes. Payments to Beneficiaries will be made in the form of advance payments. Funds will be transferred by the Intermediary to the bank account of the Beneficiary as given in the grant agreement.

- The first payment, i.e. an advance payment amounting to up to 70% of the grant awarded, to be made after the signature of the agreement.
- The second payment amounting to up to 30% of the total grant awarded, to be made after the approval of the *Interim Report*. Interim Report should also contain information about payments made in connection with language courses, which were attended and completed as at the report date.
- The final payment is an offsetting payment. Depending on the *Final Report* on project implementation, this will be made to the benefit of the Beneficiary or, if the transferred funds are not expended, the Beneficiary will be requested to return them. Final financial report should contain information about language courses completed by mobility participants, which were not included in Interim Report, and about the number of students/staff received from a partner higher education institution.

7.4. Arrangements for accounting for the grant

The Beneficiary is required to use the grant provided in accordance with the bilateral agreement signed between the Beneficiary and the Intermediary.

The cost eligibility period will be specified individually in the financial agreement signed with the Beneficiary depending on the requested eligible project implementation schedule.

Final financial settlement will be made based on the rules of the Erasmus programme. A Beneficiary higher education institution provides the Intermediary with information about eligible expenditures with the use of the following financial settlement forms:

1. statistical questionnaire,
2. personal list with data on mobilities,
3. financial and descriptive part of settlement.

The *Final Report* should be submitted together with a request for payment not later than on the day indicated in the financial agreement. When fixing the date for the completion of project implementation, the Beneficiary should take into account the time necessary to collect relevant documentation and to draw up the documents required, however that period may not exceed two months.

Additionally, together with final financial report each Beneficiary should send to the STF office three copies of every publication produced and printed within the framework of the STF project.

7.5. Reporting schedule

After completion of mobility, individual beneficiaries (i.e. students and staff) send a report to their home institutions. The content of an individual participant's report and the required documents are identical as those required in the Erasmus programme.

The Beneficiary (Polish institution) will submit the following to the Intermediary:

- Interim report - within 5 months of the project commencement
- Final financial report - not later than within 2 months of the project completion

7.6. Uncompleted projects and termination of the agreement

Should the Beneficiary abandon the project before the end of the period foreseen for its implementation, they are obliged to immediately inform the Intermediary thereof and provide justification for their decision. The Intermediary will determine the amount of the grant to be reimbursed, depending on the results achieved and the objectives of the project concerned.

8. PUBLIC AID

A declaration from the Applicant on the public aid received is a mandatory annex to the application.

Providing support and implementing projects within the framework of the Financial Mechanism of the European Economic Area and the Norwegian Financial Mechanism require that regulations underlying public aid be applied where the Applicant is an entity exercising economic activity (however, one should bear in mind that economic activity is defined broadly in the Community legislation and understood as any activity where goods and services are offered on a given market, regardless of whether this activity is or is not intended to generate profit).

In accordance with Article 87 (1) of the Treaty establishing the European Community, support for entities exercising economic activity is subject to the regulations on public aid if the following conditions are fulfilled simultaneously:

- 1) it is provided by the State or from public funds;
- 2) the entity gains benefit under more favourable conditions than those offered on the market;
- 3) it is selective (favouring certain entities or the production of certain goods);
- 4) threatens to distort or distorts competition and affects trade between EU Member States.

Where fulfilling all of the above-mentioned conditions, a grant for the Applicant exercising economic activity will be considered public aid and may be awarded as de minimis aid, provided that, together with any other de minimis aid received during the last three tax years from various sources and in various forms, it will not exceed a gross amount of 200 000 EUR, taking into account Article 63 of the Act of 30 April 2004 on proceedings in public aid cases (Journal of Law no. 123, item 1291, as amended by subsequent legislation).

All Applicants, including those who have not received such aid and entities not engaged in economic activity (regardless of their legal form), are required to submit to the FDES a declaration on de minimis aid received during the last 3 tax years before the date of the submission of the application for a grant.

9. MONITORING AND RECORD KEEPING

8.1. Monitoring

One of the main tasks of the Intermediary is to monitor projects implemented by Beneficiaries. This involves collecting, reporting and interpreting on a regular basis data which describe the progress and outcomes of implemented projects. In Measure I the Intermediary will use desk monitoring as a tool of analysis of the implementation of the projects submitted by the Beneficiaries.

At each request of the Intermediary, the Beneficiary is required to present documents regarding the implemented project for financial and content-related inspection.

8.2. Record keeping

The Beneficiary is required to keep all documents related to the implementation of the project by the end of 2017.

10. INFORMATION AND PUBLICITY

In connection with the receipt of a grant from the Study and Training Fund, the Beneficiary is required to inform about the source of the grant in all project-related documents and on each promotional material (training materials, brochures, leaflets, posters). The purpose of the information and publicity activities is to make recipients of implemented projects aware that funding for projects in which they participate is provided by the Scholarship and Training Fund established under the EEA Financial Mechanism and the Norwegian Financial Mechanism. Additionally, each Beneficiary is obliged to send to the Intermediary three copies of every publication produced and printed within the framework of the STF project.

All materials concerning STF projects should be accompanied by the following information:

“The project was set up with the support provided by Norway, Iceland and Liechtenstein through a grant from the Financial Mechanism of the European Economic Area and the Norwegian Financial Mechanism within the framework of the Scholarship and Training Fund”

Where information events (such as training courses, conferences, seminars) are organised in connection with the implementation of projects supported by the Financial Mechanisms, Beneficiaries should clearly indicate the contribution from the Financial Mechanisms and should inform the Intermediary about such events well in advance so that, where necessary, appropriate arrangements can be made for the Intermediary's participation.

11. CONTACT WITH THE STUDY AND TRAINING FUND OFFICE

For more information, visit the website: www.fss.org.pl

Information about how to use the Scholarship and Training Fund may also be obtained by telephone or directly at the Intermediary's office by prior arrangement:

Foundation for the Development of the Education System
Scholarship and Training Fund
ul. Mokotowska 43
00-551 Warszawa
Tel. 022 463 14 72
Fax 022 622 37 08
e-mail: magdalena.gessel@frse.org.pl

Consultation may not involve advice on an individual basis as regards the content of an application.