



**ANNOUNCEMENT OF A CALL FOR APPLICATIONS FOR PARTICIPATION IN THE
ZAWACKA NAWA PROGRAMME
No. 3 of 23 January 2024**

I. SCOPE OF THE CALL

Pursuant to Article 19 section 1 of the Act on the Polish National Agency for Academic Exchange (hereinafter referred to as the “Agency”) of July 7, 2017, the Director of the Polish National Agency for Academic Exchange announces the call for applications for participation in the Zawacka Programme of the Polish National Agency for Academic Exchange - incoming offer for the academic year 2024/2025 (hereinafter referred to as the “Programme”).

II. PROGRAM DESCRIPTION

2.1 Aim of the Programme

The aim of the Programme is to deepen international academic cooperation through the arrival of students, doctoral students, academic teachers and scientists to Polish higher education and science institutions, pursuant to international agreements concluded between Poland and the partner countries indicated in the announcement. The stays will also allow improving the competences of participating representatives of the academic community.

The programme is implemented in cooperation with institutions from countries covered by the agreements, hereinafter referred to as partner institutions.

The list of countries with which cooperation is carried out, along with a description of the available forms of stay in Poland, information about the country paying the scholarship and contact details of the partner institution is attached as Appendix 1 to the Announcement.

2.2 Eligible Applicants

The offer presented in Appendix 1 to the Announcement may change if subsequent international agreements and cooperation programmes enter into force, the Republic of Poland undertakes bilateral cooperation with other countries or the Agency receives a scholarship offer through diplomatic channels.

Moreover, if the partner country withdraws from cooperation, the incoming offer may be withdrawn, also after assessment of applications is completed.

The following may apply for participation in the Programme:



- a) secondary school graduates who, at the time of starting their education in Poland, have a school leaving certificate, giving them the right to undertake studies in the country of issue of the certificate in any field and type of university;
- b) students;
- c) university graduates applying for admission to the next level of education who obtained a diploma no earlier than 2022;
- d) people with the status of a doctoral student in accordance with the principles of the higher education and science system of their country;
- e) scientists and academic teachers conducting research or teaching in a country participating in the Programme, who are not employed in a Polish institution of the higher education and science system.

2.3 Thematic scope of activities implemented under the Programme

Type of possible scholarship stays should be checked in the offer of a given country, as attached in the Appendix 1 to the Announcement.

Visits are eligible under the Programme for the following purposes:

- a) completing full or part-time studies¹ at universities supervised by the Minister of Science and Higher Education;
- b) education at a doctoral school;
- c) scientific stay, e.g.: scientific internship, study visits, obtaining materials for scientific work, conducting teaching classes at the host center, other forms of scientific or academic activity related to the implementation of studies, doctoral thesis or scientific work.

The programme is open to students, doctoral students and employees of universities and research institutes representing all fields of science, unless a given international agreement provides otherwise.

In the application, the applicant presents one or more activities that they intend to implement in the Polish host center. They indicate their goals, importance for the undertaken studies or development of a scientific career, and justify the choice of the host center for the planned activities.

¹ If the provisions of a given agreement provide for admission to a full cycle of education for first-cycle studies, second-cycle studies, uniform master's studies or for education at a doctoral school in Poland, then the duration of the Scholarship Holder Programme is the statutory duration of the undertaken education cycle in Poland. Studies may be preceded by a one-year preparatory course in Polish.



The available forms of activities to be carried out during your stay in Poland are described in Appendix 1 to the Announcement.

2.4 Deadlines and other conditions for submitting an application

1) People interested in participating in the Programme submit applications to partner institutions in their countries in accordance with their rules and deadlines.²

The list of countries from which you can come under the Programme, along with a description of the available forms of stay in Poland, information about the country paying the scholarship and contact details of the partner institution is attached in the Appendix 1 to the Announcement.

2) Foreign partner institutions shall submit lists of recommended candidates to the Agency by April 30, 2024 (hereinafter referred to as “the applicant”).

The list of applicants from a given country should contain the following data:

- a) name;
- b) surname;
- c) gender;
- d) date of birth;
- e) applicant's e-mail address;
- f) the hosting center in Poland where the applicant intends to stay;³
- g) form of residence for which the applicant is applying.

3) After receiving lists from foreign partner institutions, the Polish National Agency for Academic Exchange will provide applicants with information on the method and date of registration (submitting an application) in the Agency's IT System.

Information on how to register for people interested in coming from Germany:

People from Germany interested in coming to Poland should apply individually to the Agency, by e-mail, to the following address: wymiana@nawa.gov.pl, by April 30, 2024. The Agency will

² The rules described in point 2.4, subsections 1.-3. do not apply to candidates from Germany.

³ Does not apply to applicants - recommended candidates for a full education cycle, preceded by a preparatory course in Polish.



verify the submitted applications⁴ and will invite applicants to register in the Agency's IT System.

4) Recruitment of participants for selected forms of stay

a) a full cycle of education at first and second-cycle studies; single Master studies and education at a doctoral school.

Applicants applying for a scholarship for full first-cycle, second-cycle studies, single Master studies and doctoral school education take part in the recruitment process at the university of their choice. Universities in Poland have an electronic candidate registration system. Persons applying for studies under scholarship conditions should register in the universities' online systems within the deadlines required by them under the rules applicable to foreigners.

The Polish National Agency for Academic Exchange does not take part in recruiting the Applicants for university studies. The Applicants individually and independently participate in recruitment at a chosen university regardless of submitted application in the Programme. If studies are preceded by a one-year preparatory course, Applicants complete the course at a center indicated by the Polish National Agency for Academic Exchange. Assignment to centers offering a preparatory course depends in particular on the field of planned studies and the availability of places in the centers.

Scholarship holders participate in recruitment for studies during the course, on the dates indicated by the selected university.

b) research stays and part-time studies

Applicants contact host centers themselves to confirm the possibility of implementing the selected form of stay.

The final decision on accepting the applicant for a given form of stay is made by the hosting centers (does not apply to preparatory courses).

Application submission deadline	Applicants register (submit applications) in the Agency's IT System within the deadline specified in the message from the Agency sent electronically, but no later than September 30, 2024. ⁵
Form of	Only in electronic form in the Agency's IT system, //COMPLETE THE

⁴ In accordance with the provisions of the cooperation agreement between the Agency and DAAD

⁵ The Agency will contact applicants using the e-mail addresses provided by foreign partner institutions.

submitting an application	APPLICATION//
Language in which the application must be developed	The application must be completed in Polish or English. Appendices should be submitted in Polish or English. Other language versions must be translated into one of the above languages. It is allowed to submit a copy of a doctoral diploma in Latin.
Maximum number of applications an applicant can submit	An applicant may submit only one application in a given call under the Programme. If more than one application are submitted, the application submitted last in the recruitment process will be assessed.

2.5 Implementation time frame

Start date and project implementation period	<p>The offer under the Programme applies to arrivals starting in the academic year 2024/2025. The permissible length of stay in Poland is specified in Appendix 1 to the Announcement.</p> <p>The stay should be continuous. By way of derogation from the above rule, after starting your stay in Poland, the permissible period of stay outside the host facility may be no longer than 1/5 of the entire stay.⁶</p>
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2.6 Submitting the application

<p>The application submitted in the Agency's IT system should be accompanied by:</p> <p>1) applicants applying for admission to a full cycle of education at first-cycle, second-cycle studies or uniform master's studies in Poland (studies may be preceded by a one-year preparatory course):</p> <p>a) a secondary school leaving certificate, giving the right to undertake first-cycle studies in the country of its issue in any field and type of university. For people who, at the time of application, are students of the last year of secondary school - a list of grades for the last semester of study;</p> <p>b) a copy of the first-cycle studies diploma giving the right to undertake second-cycle studies. For people who, at the time of applying, are students of the last year of first-cycle studies - a transcript of grades from their previous studies.</p>

⁶ Applies to people coming for part-time studies and research stays

2) applicants applying for admission to part-time studies:

- a) a copy of the diploma or a transcript of grades from the previous course of study;
- b) CV no longer than 2 pages (in the case of a longer CV, the first 2 pages will be taken into account);
- c) cover letter (justification for choosing the host center in Poland);
- d) a copy of confirmation of admission to part-time studies by the Polish host center (or invitation);
- e) a recommendation of an academic teacher from the home university;
- f) a confirmation of knowledge of Polish or a foreign language (at least B1 level), enabling communication with the host center in Poland.

3) applicants planning studies at a doctoral school or research stays:

- a) a research plan describing the activities planned to be carried out in the Polish host center, along with a justification for the selection made;
- b) a copy of the highest diploma obtained;
- c) CV of the applicant, including publications, ongoing research projects, foreign internships and special achievements of the applicant - max. 3 pages (in the case of a longer CV, the first 3 pages will be taken into account);
- d) a copy of a confirmation of admission to the type of stay for which the applicant is applying (or invitation) issued by the Polish host center (does not apply to applicants planning education at a doctoral school who start their stay by participating in preparatory courses in Polish);
- e) a recommendation of an independent researcher (does not apply to people with the degree of Ph.D. or the title of professor).
- f) a confirmation of knowledge of Polish or a foreign language (at least B1 level), enabling communication with the host center in Poland.

2.7 Procedure for assessing and selecting applications for funding

General assumptions	Applications submitted in the Polish National Agency for Academic Exchange IT System are subject to formal assessment.
Formal assessment	Formal assessment criteria: 1. Application by a foreign partner institution from the applicant's country; ⁷

⁷ Does not apply to applicants from Germany

	<p>2. Compatibility of the application and the offer for the applicant's country;</p> <p>3. Registration - submitting an application⁸ with all required attachments described in point 2.6.</p> <p>The purpose of the formal assessment is to verify applications in terms of meeting the formal criteria indicated in the Announcement.</p> <p>Applications are verified in terms of the limits of places, types and length of stays indicated in Appendix 1.</p>
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2.8 Project budget

The source of financing for the stay depends **on the provisions of the agreement pursuant to which bilateral international cooperation takes place**. If the agreement provides for the payment of funds by a foreign partner, the scholarship is paid by and on the terms of the sending party.

In the current recruitment the Agency will pay scholarships to people coming from North Macedonia, Moldova and Serbia.

If the agreement provides for **the payment of funds by the Agency**, the scholarship is paid monthly for the duration of the scholarship holder's stay in Poland.

If the agreement provides for the payment of funds by the Agency (receiving party), the scholarship is paid through the university where the Scholarship Holder is studying/carrying out a research stay, in the amount indicated in the table below:

SCHOLARSHIP RATES

Scholarship holders:	Monthly rate in PLN
<ul style="list-style-type: none"> participants of the preparatory course for studies 	1800
<ul style="list-style-type: none"> students 	1800

⁸ In the Agency's IT system

<ul style="list-style-type: none"> • doctoral students studying at the doctoral school 	<p>In accordance with the amount of the scholarship in doctoral schools resulting from Article 209 of the Act on Higher Education and Science of July 20, 2018 (hereinafter referred to as the Act on Higher Education and Science) and the Regulation of the Minister of Education and Science of January 2, 2023 amending the regulation on the amount of the minimum monthly basic salary for a professor at a public university.</p>
<ul style="list-style-type: none"> • doctoral students for research stays 	2500
<ul style="list-style-type: none"> • doctoral degree holders 	3500

For students, the scholarship of the Director of the Polish National Agency for Academic Exchange also includes exemption from fees for education at preparatory courses or at public universities supervised by the Minister of Science and Higher Education.

Full and part-time studies

For people participating in a preparatory course for studies and in the case of students of: first-cycle, second-cycle and long-cycle master's studies, the scholarship is paid **for a maximum of 10 months in an academic year, depending on the length of stay**, starting from the first month of classes on the preparatory course or studies.

If education begins in the summer semester or ends in the winter semester, the scholarship is paid accordingly for a maximum of 5 months in the academic year.

The scholarship is paid during the statutory period of education in a given study program (full studies) or during the period of education in Poland for part-time studies.

Costs of participation in preparatory courses in Polish and education are covered by the Polish party.

Education at a doctoral school

For doctoral students studying at a doctoral school, the scholarship is paid for a maximum of 12 months in an academic year.

Research stays

To receive the full monthly scholarship rate, a Scholarship Holder must stay at the host facility



for at least 15 days within a period of 30 consecutive days⁹. If the stay lasts less than 15 days, then a Scholarship Holder is entitled to a payment amounting for a half of the scholarship rate. The program implementation cannot be combined with financing in the form of a scholarship from other sources, including a scholarship from the EU Erasmus+ program.

2.9 Amount of funds available in the Call

The total allocation for the recruitment is PLN 3,375,000, and the Agency reserves the right to change the allocation of funds.

2.10 Additional information

Scholarship agreement

The scholarship agreement with the scholarship holder **to whom the scholarship is paid by the Agency** is concluded after a positive formal assessment of the application and the acceptance of the candidate by the Polish host center and after the final decision of the Agency Director to grant financial resources. The scholarship agreement is signed in the Agency's IT system. The scholarship holder has 30 days to sign it, from the date the agreement is made available in the Agency's IT system.

If a scholarship holder is qualified to come to Poland from a country with which the agreement provides for **the payment of the scholarship by the sending party**, they may be obliged by the foreign partner institution to sign a scholarship agreement, the content of it is specified in the regulations of the sending country.

Submitting reports and verifying them

Within 30 days of the end of the stay, a scholarship holder receiving an Agency scholarship is obliged to post a report on the stay in the Agency's ICT System.

Students of full first-cycle, second-cycle or long-cycle Master's studies who continue their studies in the next academic year are obliged to submit part-time (annual) reports by September 30 of each year. They take the form of a certificate from the host institution containing the average grade for the completed academic year and a confirmation of enrollment in the next year of studies. Failure to submit the report may constitute grounds for withholding the scholarship payment.

⁹ Monthly deadlines are calculated in accordance with Article 114 of the Civil Code



Students are also required to submit a final report. Failure to submit the final report may constitute the basis for requesting the return of the funds received and preventing the scholarship holder from participating in the next recruitment process for the Programmes announced by the Agency.

Rights and obligations of the programme Scholarship Holders

Duties of the scholarship holders include the implementation, in accordance with the application, of the study programme, scientific, teaching or other activity indicated in the application, on a continuous basis during the stay.

Duties of a scholarship holder who **receives the Agency scholarship** include:

- 1) timely submission of the final report, along with a certificate from the host facility confirming the completion of the stay. In the case of university education, also annual reports.
- 2) immediately informing the Agency about changes in the implementation of the project;
- 3) informing the Agency about their scientific and teaching successes - both during the project and at the reporting and evaluation stage - including publications, obtained grant applications/implementation projects, etc.;
- 4) including the full name of the Agency (Polish National Agency for Academic Exchange) in Polish or English on all publications resulting from the stay;
- 5) proper execution of the scholarship agreement.

Duties of the scholarship holders who **do not receive the Agency scholarship** and whose education is financed by the Polish party include submitting a final report in the Agency's ICT system.

2.11 Planned date of announcing results of the Recruitment

Recruitment results will be announced by December 31, 2024.

2.12 Source of financing for the Program

State budget

III. APPENDICES

- 1) List of countries with which cooperation is carried out, along with a description of the available forms of stay under the Programme and contact details of partner institutions;



- 2) REGULATIONS OF THE POLISH NATIONAL AGENCY FOR ACADEMIC EXCHANGE Programmes for natural persons undertaking education of February 15, 2023;
- 3) REGULATIONS OF THE POLISH NATIONAL AGENCY FOR ACADEMIC EXCHANGE Programmes for natural persons of August 8, 2022.

IV. CONTACT THE AGENCY

**Coordinator at the Polish National Agency for Academic Exchange
Department of Programmes for Students
Bilateral Programmes Unit**

For additional information, please contact (working days, from 9:00 a.m. to 4:00 p.m.):

e-mail: wymiana@nawa.gov.pl

telephone number:

+48 451 058 639

+48 451 058 635

The Polish National Agency for Academic Exchange

Polna 40

00-635 Warsaw

Telephone number:

22 390 35 00

www.nawa.gov.pl



Appendix 1. List of countries with which cooperation is carried out, along with a description of the available forms of stay under the Programme and contact details of partner institutions

The offer presented in Appendix 1 to the Announcement may change if subsequent international agreements and cooperation programmes enter into force, the Republic of Poland undertakes bilateral cooperation with other countries or the Agency receives a scholarship offer through diplomatic channels.

Moreover, if a partner country withdraws from cooperation, the incoming offer may be withdrawn, also after evaluation of applications being completed. Information about the above will appear immediately on www.nawa.gov.pl.

The Polish National Agency for Academic Exchange reserves the right to change the current offer without the need to change the Announcement.

Limits of scholarship places and financial conditions, under the Zawacka Polish National Agency for Academic Exchange program - incoming offer for the academic year 2024/2025 (alphabetically divided into countries)

Bulgaria. Scholarships are paid by the Bulgarian party. (The program is valid until the end of 2023.)

- Students for education within an annual limit of up to 24 months, with a minimum stay of one semester;
- 5 places for Polish philology students for one semester;
- Internships for academic teachers with a total limit of 10 months;
- PhD students for study stays with a total annual limit of up to 10 months.

Contact to the partner institution: sofia@instytutpolski.pl

China. Scholarships are paid by the Chinese party.

- 40 places for one-year studies or research internships for bachelor's, engineering, master's, doctoral students and trainees (including academic teachers), including people continuing their education.

Contact to the partner institution:

Embassy of China in Warsaw, Mr Zhang Yuchuan (Second Secretary); Mr. Yi Jun (Counselor for Education), (+48) 22 831 38 36, (+48) 22 635 42 11, education@chinaembassy.org.pl

Croatia. Scholarships are paid by the Polish party.



- Semester studies – 4 places for students

Contact to the partner institution:

Partner institution: Agency for Mobility and EU Programs: bilateral: bilaterala@ampeu.hu

The Czech Republic. Scholarships are paid by the Czech party.

- Students of bachelor's, master's and doctoral studies for study and research stays with a total limit of up to 80 months per year (length of stay from 2 to 10 months), of which 40 months are reserved for students of Polish philology studying at Czech higher education institutions. The length of each individual stay may range from 2 to 10 months. Academic teachers for study and research stays with a total annual limit of up to 70 months (stay length from 1 to 7 months).

Contact to the partner institution: Ministry of Education, Youth and Sport: <https://www.msmt.cz/>

Egypt. Scholarships are paid by the Egyptian party.

- 120 months of scholarships for scientific and research internships for students and PhD students in various fields of science carried out at Polish universities and scientific institutions.

Contact to the partner institution: Ministry of Higher Education: undergraduatw@study-in-egypt.gov.eg; postgraduate@study-in-egypt.gov.eg; Consular and Polish Diaspora Section of the Embassy of the Republic of Poland in Cairo: maciej.zajdel@msz.gov.pl

France. Scholarships are paid by the Polish party.

- 200 months of scholarships for research internships and study stays (including 60 months for double diplomas and co-tutelle programs).

Contact to the partner institution:

Embassy of the Republic of Poland in Paris: Maksymilian.Liszewski@msz.gov.pl, paryz.amb.sekretariat@msz.gov.pl

Germany. Scholarships are paid by the Polish party.

- students for semester stays
- PhD students for research stays lasting from 1 to 9 months
- scientists and academic teachers for research stays lasting from 1 to 9 months

Contact: Polish National Agency for Academic Exchange, Emil Wojtaluk, 22 390 35 13, wymiana@nawa.gov.pl

Greece. Scholarships are paid by the Polish party.

- up to 10 academic teachers, research workers or doctoral students for a maximum of 7-day research stays.

Contact to the partner institution: Department of Student Affairs and Scholarships, Ministry of Education, Religious Affairs and Sport: loukia@minedu.gov.gr

Japan. Scholarships are paid by the Polish party.

- 100 scholarships months for research internships or second-cycle studies.

Contact to the partner institution: Embassy of the Republic of Poland in Tokyo, Julia Cichy: julia.cichy@msz.gov.pl

Yemen. Scholarships are paid by the Yemeni party.

- 5 places in master's studies.

Contact to the partner institution: Embassy of Yemen in Warsaw: office@embassy-of-yemen.pl

Kazakhstan. Scholarships are paid by the Polish party.

- 3 places in first-cycle studies.
- 4 places in second cycle studies.
- Scholarships are paid by the Kazakh party.
- 4 places for doctoral education. - scholarships paid by the Polish party.

Contact to the partner institution: Embassy of the Republic of Poland in Astana: astana.amb.sekretariat@msz.gov.pl; Kollat Tomasz tomasz.kollat@msz.gov.pl

North Macedonia. Scholarships are paid by the Polish party.

- 20 scholarship months for research internships and semester studies.

Contact to the partner institution: Goce Vidanovski, Goce.Vidanovski@mon.gov.mk

Mexico. Scholarships are paid by the Polish party.

- up to 7 places for second cycle studies, for the period of up to 12 months.

Contact to the partner institution: Eduardo Garcia Lima (AMEXCID): egarcia@sre.gob.mx



Moldova. Scholarships are paid by the Polish party.

- 20 scholarships months for research internships and semester studies.

Contact to the partner institution: Embassy of the Republic of Poland in Chisinau:

kiszyniow.amb.sekretariat@msz.gov.pl

Mongolia. Scholarships are paid by the Mongolian party.

- 22 places for first- or second-cycle studies or long-cycle master's studies
- up to 10 Mongolian citizens for semester-long forms of education in Polish, for a period of up to 40 months.

Contact to the partner institution:

Ministry of Education and Science of Mongolia: info@mes.gov.mn

Embassy of Mongolia in Poland: radca@ambasadamongolii.pl

Palestine. Scholarships are paid by the Palestinian party.

- up to 5 places for first-cycle studies

Contact to the partner institution: Embassy of the State of Palestine: info@palestine.pl

Serbia. Scholarships are paid by the Polish party.

- 40 months for scientific staff (academic teachers, research workers or doctoral students) for internships from 1 to 9 months

Contact to the partner institution: Embassy of the Republic of Poland in Belgrade: Stojanović Zečević

Tijana: Tijana.StojanovicZecevic@msz.gov.pl, belgrad.amb.sekretariat@msz.gov.pl

Slovakia. Scholarships are paid by the Slovak party.

- Students of Polish Philology and Slavic Studies for one-semester part-time studies - 10 places.
- Students of other fields of study for part-time studies with an annual limit of up to 50 months - 10 places.
- Polish philology students and Slovak language specialists for monthly language courses - 10 places.
- Research and teaching staff for research internships with a total annual limit of up to 20 months (internship length from 1 to 10 months).
- Doctoral students for study stays with a total annual limit of up to 8 months (stay length from 1 to 3 months).

Contact to the partner institution: Slovak Academic Information Agency (SAIA): nsp-sk@saia.sk



Slovenia. Scholarships are paid by the Polish party.

- Research workers and students for research internships for a total annual limit of up to 16 months (length of stay from 1 to 9 months).
- Up to 3 students for one-year or one-semester studies with a total annual limit of up to 30 months, especially students of Polish and Slovenian studies.

Contact to the partner institution: The Centre of the Republic of Slovenia for Mobility and European Educational and Training Programs (CMEPIUS) Petra.Vilfan@cmeplus.si

Switzerland. Scholarships are paid by the Polish party.

- 36 scholarship months for students and scientists for research internships or part-time studies.

Embassy of the Republic of Poland in Bern: berno.amb.sekretariat@msz.gov.pl

Taiwan. Scholarships are paid by the Polish party.

- 10 scholarships for Polish language preparatory courses (100 months) and 5 scholarships for master's or doctoral studies.

Contact to the partner institution: Taipei Representative Office, Education Department, Meifen Chen (48) 22-213-0081, poland@mail.moe.gov.tw

Tunisia. Scholarships are paid by the Polish party.

- 4 scholarships for master's studies in humanities and social sciences.

Embassy of the Republic of Poland in Tunis: tunis.amb.sekretariat@msz.gov.pl

Ukraine. Scholarships are paid by the Ukrainian party.

- 2 places for a full cycle of studies, master's degree.
- up to 10 places for part-/semester studies.
- up to 40 person-months for internships for academic teachers.

Contact to the partner institution: Ministry of Education of Ukraine: Hryhorii Mazolevych: e-mail: hryhorii.mazolevych@mon.gov.ua

Hungary. Scholarships are paid by the Hungarian party.

- Semester studies – 40 places for people studying Polish (Polish language teachers).
- Study stays for students and PhD students: 30 months.

Hungary. Scholarships are paid by the Polish party.

- Scientific and research internships – 18 scholarship months.
- Study visits – 70 scholarship days.



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Contact to the partner institution: Tempus Public Foundation: bilateral@tpf.hu

Vietnam. Scholarships are paid by the Vietnamese party.

- 20 places for first- and second-cycle studies or long-cycle master's studies, doctoral studies or research internships.

Contact to the partner institution: Ministry of Education and Training (MOET), Phung Thi Hong Van (Ms), Mobile: +84-983428991, pthvan@moet.gov.vn