

# REGULATIONS OF THE FULBRIGHT AWARD PROGRAMS

## § 1

### General Provisions

1. The Polish-U.S. Fulbright Commission (hereinafter referred to as the "Fulbright Commission") awards grants under award programs available to Polish and U.S. citizens.
2. Awards are funded by the governments of the Republic of Poland and the United States of America, higher education institutions and non-governmental entities.
3. The Fulbright Commission grants the awards through open competitions, publicly announced in Poland and the U.S.
4. Applicable formal criteria, necessary documentation (grant applications), competition procedures and financial provisions are covered under each of the award programs presented below.
5. The regulations of the Fulbright award programs as well as total grant benefits are approved by the Polish-U.S. Fulbright Commission's Board (hereinafter referred to as the "Board").
6. Selection Committee, in particular, consists of Board representatives, Fulbright Commission's staff and other invited persons. Selection Committee holds interviews with candidates and draws up a list of candidates recommended for the award. The list of candidates recommended for the award is approved by the Board.
7. For all award programs, preference is given to candidates who have not previously received a Fulbright grant within the same grant category.
8. Awards are finally approved by J. William Fulbright Foreign Scholarship Board (hereinafter referred to as "FFSB"), headquartered in Washington D.C.
9. Pursuant to the FFSB regulations, the Fulbright Commission does not explain the reasons for the selection or non-selection of applicants.
10. Decisions of the Board and FFSB are final and may not be appealed.
11. The Fulbright Commission may disseminate the information about the results of the award competition through mass media.
12. The Fulbright Commission administers award programs in collaboration with the Institute of International Education (hereinafter referred to as "IIE"), the Council for International Exchange of Scholars (hereinafter referred to as "CIES"), and World Learning (hereinafter referred to as "WL").

## § 2

### Regulations of the Award Programs

## **POLISH (FOREIGN) STUDENT PROGRAM**

### **I. FULBRIGHT GRADUATE STUDENT AWARD**

#### **A. General Rules and Formal Criteria**

1. Awards are granted through a competition open to graduates of higher education institutions who intend to enroll in any master's or doctoral program or other study program which awards a graduate diploma at a U.S. higher education institution, except for medical studies requiring direct contact with patients, LLM and MBA programs.
2. Awards are offered for 9 or 10 months, depending on the program (1 academic year).
3. A candidate for the award can choose between 2 placement tracks – with the assistance of IIE (IIE-Placed) or without the assistance of IIE (Self-Placed).
4. Individuals eligible to apply:
  - a. Are Polish citizens who do not have dual Polish and U.S. citizenship or permanent residence in the U.S. (green card);
  - b. Are not in the United States at the time of submitting the application and have not resided in the United States for 5 or more consecutive years in the six-year period preceding the date of application. A candidate who has lived in the United States for 9 months (or more) during a calendar year is deemed to have resided in the United States for that year. Additionally,

preference is given to those candidates who have not had substantial recent experience in the United States, which is defined as a period aggregating more than an academic year (9 months) during the past 5 years;

- c. Hold, at a minimum, a bachelor's degree (licencjat/inżynier degree if the studies were completed in Poland) at the time of application or will be awarded the degree by June of the grant year at the latest;
  - d. Maintained a high grade point average during the course of their studies, and are able to demonstrate their outstanding accomplishments and clearly specified academic and research interests;
  - e. Have a very good command of the English language;
  - f. Meet formal requirements of J-1 visa.
5. The grant of up to 47 000 USD is for the cost of the first year of study at a higher education institution in the U.S. The grant may be renewed for grantees continuing their studies in their second year in the amount not higher than in the previous year, reduced by the cost of the travel allowance.
  6. The funding renewal for the second year may be granted provided that the candidate maintains a high grade point average during the first year of study.

#### **B. Grant Application**

1. In order to take part in the award competition, the candidate must timely submit a complete electronic grant application in the Embark system.
2. The application consists of an application form, which includes the following documents in the English language:
  - a. Study/Research Objectives essay;
  - b. Personal Statement;
  - c. Curriculum Vitae with a list of academic as well as non-academic accomplishments;
  - d. Bachelor's diploma (licencjat/inżynier diploma if the studies were completed in Poland) and/or Master's diploma, with diploma supplement and/or transcript, or a certificate confirming the planned completion of the study program by June of the award year with transcript;
  - e. Current TOEFL, IELTS, CAE, CPE or other exam scores confirming English language proficiency at the B2 level or higher;
  - f. 3 letters of recommendation submitted by the recommending individuals through the Embark system.
3. Applicants must also submit an address form and data processing consent form by deadline and means indicated in a call for proposals.

#### **C. Competition Procedure**

1. The competition procedure consists of the following stages:

STAGE 1: Fulbright Commission's staff performs a formal check of applications and provides the Director with a list of complete applications.

STAGE 2: Fulbright Commission's staff sends the candidates' applications to independent subject matter experts for their evaluation of the proposed projects. Prior to evaluating projects, reviewers sign a declaration of no conflict of interest and confidentiality. The evaluations are the basis for the list of candidates recommended for interviews. The list is presented to the Board.

STAGE 3: Selection Committee holds interviews with candidates in the English language. Candidates are evaluated in accordance with the established evaluation criteria.
2. In particular, the following are considered in the assessment:
  - a. Evaluation issued by the reviewers;
  - b. Candidate's Study/Research Objectives, including substantiation why the study program should be conducted in the U.S.;
  - c. Candidate's academic background, including the field of completed studies;
  - d. Candidate's academic track record and academic/artistic as well as non-academic accomplishments;
  - e. Candidate's participation in research projects;
  - f. Personal Statement;

- g. Candidate's command of the English language;
  - h. Opinions in letters of recommendation;
  - i. Candidate's ability and readiness to further Fulbright ideas and mission during and after the grant;
  - j. Candidate's social engagement;
  - k. Value of the project in light of scientific developments in Poland and the U.S., and Fulbright Commission's priorities set for the given academic year.
3. The Director on behalf of the Management Board presents the results to the Board. The Board approves selected candidates by the majority vote as per the statute of the Fulbright Commission. The list of candidates nominated for the award is sent for FFSB's approval.
  4. The nominees declare in the designated timeframe the selected placement track – IIE-Placed or Self-Placed. Lack of timely decision results in the automatic assignment of the nominee to the Self-Placed track.
  5. In the IIE-Placed track:
    - a. IIE assists the candidate in selecting U.S. institutions and programs, and approves the final list of institutions to which the application for admission will be submitted;
    - b. IIE, on behalf of the candidate, submits all application documents required by the U.S. institutions, covers the expenses associated with it, e.g., test costs and application fees, and negotiates the terms with the institutions;
    - c. The candidate agrees not to make direct or indirect contact with the U.S. institutions during the application process unless authorized in advance to do so by IIE;
    - d. All nominees who do not hold current TOEFL/IELTS and GRE scores or whose scores are unsatisfactory will be required to take the TOEFL and GRE test (available free of charge);
    - e. Study programs and institutions preferred by the candidate will be considered provided that the candidate's qualifications and application documents, according to IIE's assessment, meet the application requirements, and the program is a good fit for candidate's needs and goals. However, the Fulbright Commission in cooperation with IIE reserves the right to choose different institutions;
    - f. Should the total cost of the first year of the selected study program exceed the award offered by the Fulbright Commission, the candidate shall present to the Fulbright Commission documents proving that s/he has the remaining balance needed.
  6. In the Self-Placed track:
    - a. The decision of which U.S. program and institution the candidate applies to is made independently by the candidate based on the realistic assessment of his/her chances for admission, program's fit for his/her needs, and financial capabilities;
    - b. The candidate, without IIE's assistance, submits all application documents required by U.S. institutions, covers all expenses associated with it, e.g., test costs and application fees, and independently negotiates the terms with the institutions;
    - c. The candidate is obliged to provide information about the institutions and programs s/he will be submitting the application to according to the instructions from the Fulbright Commission;
    - d. Should the total cost of the first year of the selected study program exceed the award offered by the Fulbright Commission, the candidate shall present to the Fulbright Commission documents proving that s/he has the remaining balance needed.
  7. The final requirement for the grant award is the receipt and acceptance by the candidate of the positive admission decision from a U.S. institution, in the year following the year in which the candidate applied for the grant, and in the timeframe designated by the Fulbright Commission.
  8. The grantee must receive medical clearance from the U.S. Department of State before s/he leaves for the grant.
  9. Participation in the Fulbright program requires a J-1 visa issued by the Consulate of the U.S. Embassy in Warsaw or the U.S. Consulate in Krakow. Grants cannot be pursued on visas other than the J-1 visa (e.g., F student visas, tourist visas or work visas).

## D. Financial Provisions

1. The grant total depends on the grantee's affiliation (cost estimated by IIE or higher education institution), real needs and available funds.
2. The grantee is obliged to present to the Fulbright Commission all documents relating to financial aid received from other sources, beyond the Fulbright Commission, for the purpose of his/her studies in the U.S.
3. The Fulbright Commission's award may not exceed the threshold of 47 000 USD.
4. The grant is intended for grantee's living expenses in the first place. It may also cover:
  - a. Full or partial costs of tuition and/or fees;
  - b. Travel allowance for grantee's round trip to the U.S.;
  - c. One-off relocation and settling-in allowance;
  - d. One-off conference and books allowance;
  - e. Free of charge J-1 visa for the grantee and J-2 visas for the accompanying family members;
  - f. Limited health care benefit plan for the grantee.

## II. FULBRIGHT JUNIOR RESEARCH AWARD

### A. General Rules and Formal Criteria

1. Awards are granted through a competition open to doctoral students preparing their Ph.D. at higher education institutions, research institutes, Polish Academy of Science units, international scientific institutes and other scientific units in Poland, in all fields, except for projects which require direct contact with patients.
2. Awards are offered for 6 to 9 months.
3. During the stay, the grantee conducts his/her research project at a U.S. higher education institution, research institute or non-governmental organization.
4. Individuals eligible to apply:
  - a. Are Polish citizens who do not have dual Polish and U.S. citizenship or permanent residence in the U.S. (green card);
  - b. Are not in the United States at the time of submitting the application and have not resided in the United States for 5 or more consecutive years in the six-year period preceding the date of application. A candidate who has lived in the United States for 9 months (or more) during a calendar year is deemed to have resided in the United States for that year. Additionally, preference is given to those candidates who have not had substantial recent experience in the United States, which is defined as a period aggregating more than an academic year (9 months) during the past 5 years;
  - c. Are preparing their Ph.D. at a higher education institution, research institute, Polish Academy of Science unit, international scientific institute or other scientific unit in Poland, and their dissertation will be completed no sooner than after the grant;
  - d. Have a very good command of the English language;
  - e. Meet formal requirements of J-1 visa.
2. Candidate's preference regarding the host institution will be considered provided that the candidate's qualifications and application documents, according to IIE's assessment, meet the application requirements, and the program is a good fit for candidate's needs and goals. The Fulbright Commission in collaboration with IIE reserves the right to choose a different institution than the one selected by the candidate.

### B. Grant Application

1. In order to take part in the award competition, the candidate must timely submit a complete electronic grant application in the Embark system.
2. The application consists of an application form, which includes the following documents in the English language:
  - a. Research Objectives essay with substantiation why the project should be conducted in the U.S. and a thorough bibliography in the MLA (Modern Language Association) format;
  - b. Personal Statement;

- c. Current certificate confirming candidate's doctoral student status;
  - d. Curriculum Vitae with a list of accomplishments, including awards, publications (also those under review or in print) and patent applications;
  - e. Evaluation of the candidate's research project provided by the doctoral dissertation supervisor at the candidate's Polish home institution, along with a certificate confirming advancement of the candidate's doctoral dissertation;
  - f. Current TOEFL, IELTS, CAE, CPE or other exam scores confirming English language proficiency at the B2 level or higher. All finalists who do not hold current TOEFL/IELTS scores or whose scores are unsatisfactory will be required to take the TOEFL (available free of charge).
  - g. 3 letters of recommendation submitted by the recommending individuals through the Embark system, including one from the doctoral thesis supervisor.
2. Applicants must also submit an address form and data processing consent form by deadline and means indicated in a call for proposals.

### C. Competition Procedure

1. The competition procedure consists of the following stages:
 

STAGE 1: Fulbright Commission's staff performs a formal check of applications and provides the Director with a list of complete applications.

STAGE 2: Fulbright Commission's staff sends the candidates' applications to independent subject matter experts for their evaluation of the proposed projects. Prior to evaluating projects, reviewers sign a declaration of no conflict of interest and confidentiality. The evaluations are the basis for the list of candidates recommended for interviews. The list is presented to the Board.

STAGE 3: Selection Committee holds interviews with candidates in the English language. Candidates are evaluated in accordance with the established evaluation criteria.
2. In particular, the following are considered in the assessment:
  - a. Evaluation issued by the reviewers and the supervisor of candidate's doctoral dissertation;
  - b. Candidate's Research Objectives, including substantiation why the project should be conducted in the U.S. and plans for dissemination of the results;
  - c. Candidate's competence and experience in the researched field, including research background;
  - d. Candidate's academic track record (including awards, trainings, conferences, publications) as well as non-academic accomplishments;
  - e. Personal Statement;
  - f. Candidate's command of the English language;
  - g. Opinions in letters of recommendation;
  - h. Candidate's ability and readiness to further Fulbright ideas and mission during and after the grant;
  - i. Candidate's social engagement;
  - j. Value of the project in light of scientific developments in Poland and the U.S., and Fulbright Commission's priorities set for the given academic year.
3. The Director on behalf of the Management Board presents the results to the Board. The Board approves selected candidates by the majority vote as per the statute of the Fulbright Commission. The list of candidates nominated for the award is sent for FFSB's approval.
4. The final requirement for the grant award is the receipt and acceptance by the candidate of an affiliation offer from a U.S. host institution, arranged by IIE for a 6 to 9-month period, to be undertaken in the year following the year in which the candidate applied for a grant, and in the timeframe designated by the Fulbright Commission.
5. The grantee must receive medical clearance from the U.S. Department of State before s/he leaves for the grant.
6. Participation in the Fulbright program requires a J-1 visa issued by the Consulate of the U.S. Embassy in Warsaw or the U.S. Consulate in Krakow. Grants cannot be pursued on visas other than the J-1 visa (e.g., F student visas, tourist visas or work visas).

### D. Financial Provisions

1. The grant total depends on the grantee's affiliation (IIE-estimated cost), real needs and available funds.
2. The grantee is obliged to present to the Fulbright Commission all documents relating to financial aid received from other sources, beyond the Fulbright Commission, for the purpose of his/her stay in the U.S.
3. The grant is intended for grantee's living expenses. It may also cover:
  - a. Travel allowance for grantee's round trip to the U.S.;
  - b. One-off relocation and settling-in allowance;
  - c. Monthly research, books and conference allowance;
  - d. Costs of mandatory affiliation fees and/or health insurance required by the U.S. host institution (depending on the total charges and available funds);
  - e. Monthly family allowance for the dependent family, if the family accompanies the grantee for at least 80% of the grant period;
  - f. Free of charge J-1 visa for the grantee and J-2 visas for the accompanying family members;
  - g. Limited health care benefit plan for the grantee.

## POLISH (VISITING) SCHOLAR PROGRAM

### I. FULBRIGHT SENIOR AWARD

#### A. General Rules and Formal Criteria

1. Awards are granted through a competition open to researchers and lecturers of higher education institutions, research institutes, Polish Academy of Science units, international scientific institutes and other scientific units in Poland, in all fields, except for projects which require direct contact with patients.
2. Awards are offered for 3 to 9 months.
3. During the stay, the grantee conducts his/her project at a U.S. higher education institution, non-for-profit research institute or government institution. In addition to research, candidates may also teach classes (preliminary approval of the syllabus by the host institution is required).
4. Individuals eligible to apply:
  - a. Are Polish citizens who do not have dual Polish and U.S. citizenship or permanent residence in the U.S. (green card);
  - b. Are not in the United States at the time of submitting the application and have not resided in the United States for 5 or more consecutive years in the six-year period preceding the date of application. A candidate who has lived in the United States for 9 months (or more) during a calendar year is deemed to have resided in the United States for that year. Additionally, preference is given to those candidates who have not had substantial recent experience in the United States, which is defined as a period aggregating more than an academic year (9 months) during the past 5 years;
  - c. Are employed as researchers or researchers and lecturers in higher education institutions, research institutes, Polish Academy of Science units, international scientific institutes or other scientific units in Poland;
  - d. Hold, at a minimum, a Ph.D. degree;
  - e. Have a very good command of the English language;
  - f. Meet formal requirements of J-1 visa.
5. Candidates with a Ph.D. and a "habilitation" degree or with professor rank, affiliated at higher education institutions, are eligible to apply only if they plan to teach classes with students in addition to the research project.
6. The Fulbright Commission in collaboration with CIES shall use its best endeavors to place the grantee at his/her selected host institution but reserves the right to choose a different institution than the one selected by the candidate.

#### B. Grant Application

1. In order to take part in the award competition, the candidate must timely submit a complete electronic grant application in the Embark system.

2. The application consists of an application form, which includes the following documents in the English language:
  - a. Project Statement with substantiation why the research or research and teaching project should be conducted at the selected institution in the U.S. and a thorough bibliography in the MLA (Modern Language Association) format;
  - b. Current certificate of employment at a higher education institution, research institute, Polish Academy of Science unit, international scientific institute or other scientific unit in Poland;
  - c. Current invitation letter issued by the head of the hosting unit in the U.S. for the purpose of the competition;
  - d. Curriculum Vitae with a list of accomplishments, including awards, publications and patent applications;
  - e. Document confirming candidate's very good command of the English language at the B2 level or higher;
  - f. 3 letters of recommendation submitted by the recommending individuals through the Embark system;
3. Candidates who plan to teach classes are required to submit:
  - a. Syllabus of the proposed classes, including a thorough bibliography in the MLA (Modern Language Association) format;
  - b. Document confirming the preliminary approval of the syllabus by the host institution.
4. Applicants must also submit an address form and data processing consent form by deadline and means indicated in a call for proposals.

### C. Competition Procedure

1. The competition procedure consists of the following stages:
 

STAGE 1: Fulbright Commission's staff performs a formal check of applications and provides the Director with a list of complete applications.

STAGE 2: Fulbright Commission's staff sends the candidates' applications to independent subject matter experts for their evaluation of the proposed projects. Prior to evaluating projects, reviewers sign a declaration of no conflict of interest and confidentiality. The evaluations are the basis for the list of candidates recommended for interviews. The list is presented to the Board.

STAGE 3: Selection Committee holds interviews with candidates in the English language. Candidates are evaluated in accordance with the established evaluation criteria.
2. In particular, the following are considered in the assessment:
  - a. Evaluation issued by the reviewers;
  - b. Candidate's Project Statement with research or research and teaching plans, including substantiation why the project should be conducted at the selected institution in the U.S. and plans for dissemination of the results;
  - c. Candidate's competence in the researched/taught area;
  - d. Candidate's academic, research and/or teaching track record (including awards, trainings, conferences, publications) as well as non-academic accomplishments;
  - e. Candidate's command of the English language;
  - f. Opinions in letters of recommendation;
  - g. Information in the current invitation letter from the hosting unit, including its readiness to host the candidate;
  - h. Candidate's ability and readiness to further Fulbright ideas and mission during and after the grant;
  - i. Candidate's social engagement;
  - j. Value of the project in light of scientific developments in Poland and the U.S., and Fulbright Commission's priorities set for the given academic year.
3. The Director on behalf of the Management Board presents the results to the Board. The Board approves selected candidates by the majority vote as per the statute of the Fulbright Commission. The list of candidates nominated for the award is sent for FFSB's approval.
4. The grantee must receive medical clearance from the U.S. Department of State before s/he leaves for the grant.
5. Participation in the Fulbright program requires a J-1 visa issued by the Consulate of the U.S. Embassy in Warsaw or the U.S. Consulate in Krakow. Grants cannot be pursued on visas other than the J-1 visa (e.g., F student visas, tourist visas or work visas).

### D. Financial Provisions

1. The grant total depends on the grantee's affiliation, real needs and available funds.
2. The grantee is obliged to present to the Fulbright Commission all documents relating to financial aid received from other sources, beyond the Fulbright Commission, for the purpose of his/her stay in the U.S.
3. The grant is intended for grantee's living expenses. It may also cover:
  - a. Travel allowance for grantee's round trip to the U.S.
  - b. One-off relocation and settling-in allowance;
  - c. Monthly research, books and conference allowance;
  - d. Costs of mandatory affiliation fees and/or health insurance required by the U.S. host institution (depending on the total charges and available funds);
  - e. Monthly family allowance for the dependent family, if the family accompanies the grantee for at least 80% of the grant period;
  - f. Free of charge J-1 visa for the grantee and J-2 visas for the accompanying family members;
  - g. Limited health care benefit plan for the grantee.

## II. FULBRIGHT SLAVIC AWARD

### A. General Rules and Formal Criteria

1. Awards are granted through a competition open to lecturers and researchers of higher education institutions, research institutes, Polish Academy of Science units, international scientific institutes and other scientific units in Poland, specializing in Slavic studies or related fields.
2. Awards are offered for 3 to 9 months.
3. During the stay at a U.S. higher education institution cooperating with the Fulbright Commission, the grantee conducts lectures agreed upon with the host institution and performs other engagements agreed upon with the host institution and, optionally, his/her own research project.
4. Individuals eligible to apply:
  - a. Are Polish citizens who do not have dual Polish and U.S. citizenship or permanent residence in the U.S. (green card);
  - b. Are not in the United States at the time of submitting the application and have not resided in the United States for 5 or more consecutive years in the six-year period preceding the date of application. A candidate who has lived in the United States for 9 months (or more) during a calendar year is deemed to have resided in the United States for that year. Additionally, preference is given to those candidates who have not had substantial recent experience in the United States, which is defined as a period aggregating more than an academic year (9 months) during the past 5 years;
  - c. Are employed as lecturers or researchers and lecturers in higher education institutions, research institutes, Polish Academy of Science units, international scientific institutes or other scientific units in Poland;
  - d. Hold, at a minimum, a Ph.D. degree;
  - e. Have a very good command of the English language;
  - f. Meet formal requirements of J-1 visa.

### B. Grant Application

1. In order to take part in the award competition, the candidate must timely submit a complete electronic grant application in the Embark system.
2. The application consists of an application form, which includes the following documents in the English language:
  - a. Project Statement with a thorough bibliography in the MLA format;
  - b. Syllabi of the proposed courses with a thorough bibliography in the MLA (Modern Language Association) format;
  - c. Current certificate of employment at a higher education institution, research institute, Polish Academy of Science unit, international scientific institute or other scientific unit in Poland;

- d. Curriculum Vitae with a list of accomplishments, including awards and publications;
  - e. Document confirming a very good command of English at the C1 level or higher e.g., test/exam results or language certificate (doctoral examination in the English language will also be accepted) or diploma of studies completed in English with a supplement or list of grades;
  - f. 3 letters of recommendation submitted by recommending individuals through the Embark system.
3. Applicants must also submit an address form and data processing consent form by deadline and means indicated in a call for proposals.

### C. Competition Procedure

1. The competition procedure consists of the following stages:
 

STAGE 1: Fulbright Commission's staff performs a formal check of applications and provides the Director with a list of complete applications.

STAGE 2: Fulbright Commission's staff sends the candidates' applications to independent subject matter experts for their evaluation of the proposed projects. Prior to evaluating projects, reviewers sign a declaration of no conflict of interest and confidentiality. The evaluations are the basis for the list of candidates recommended for interviews. The list is presented to the Board and host institutions.

STAGE 3: Selection Committee holds interviews with candidates in the English language. Candidates are evaluated in accordance with the established evaluation criteria.
2. In particular, the following are considered in the assessment:
  - a. Evaluation issued by the reviewers;
  - b. Candidate's Project Statement;
  - c. Syllabi of the proposed courses;
  - d. Candidate's competence in the researched/taught area;
  - e. Candidate's academic, teaching and research track record (including awards, trainings, conferences, publications) as well as non-academic accomplishments;
  - f. Candidate's command of the English language;
  - g. Opinions in letters of recommendation;
  - h. Candidate's ability and readiness to further Fulbright ideas and mission during and after the grant;
  - i. Candidate matching the requirements of the host institution;
  - j. Candidate's social engagement;
  - k. Value of the project in light of scientific developments in Poland and the U.S., and Fulbright Commission's priorities set for the given academic year.
3. The Director on behalf of the Management Board presents the results to the Board. The Board approves selected candidates by the majority vote as per the statute of the Fulbright Commission. The list of candidates nominated for the award is sent for FFSB's approval.
4. The grantee must receive medical clearance from the U.S. Department of State before s/he leaves for the grant.
5. Participation in the Fulbright program requires a J-1 visa issued by the Consulate of the U.S. Embassy in Warsaw or the U.S. Consulate in Krakow. Grants cannot be pursued on visas other than the J-1 visa (e.g., F student visas, tourist visas or work visas).

### D. Financial Provisions

1. The grant total is determined in cooperation with the host institution.
2. The grantee is obliged to present to the Fulbright Commission all documents documenting financial aid received from other sources, beyond the Fulbright Commission, for the purpose of his/her stay in the U.S.
3. The grant is intended for grantee's living expenses. It may also cover:
  - a. Travel allowance for grantee's round trip to the U.S.;
  - b. One-off relocation and settling-in allowance;
  - c. Monthly research, books and conference allowance;
  - d. Monthly family allowance for the dependent family, if the family accompanies the grantee for at least 80% of the grant period;

- e. Free of charge J-1 visa for the grantee and J-2 visas for the accompanying family members;
- f. Limited health care benefit plan for the grantee.

## III. FULBRIGHT SCHOLAR-IN-RESIDENCE PROGRAM

### A. General Rules and Formal Criteria

1. Awards are granted through a competition open to lecturers and researchers of academic of higher education institutions, research institutes, Polish Academy of Science units, international scientific institutes and other scientific units in Poland, in all fields, to primarily undertake teaching activities supporting the U.S. host institution and local community.
2. Awards are offered for a semester or full academic year.
3. During the stay at the U.S. institution, the grantee conducts lectures and performs other engagements agreed upon with the host institution and, optionally, his/her own research project.
4. Polish grantees are either named specifically by the host institution or selected through a recruitment process administered by CIES/U.S. Department of State and the Fulbright Commission.
5. Priority is given to host institutions that are minority-serving institutions, community colleges and liberal arts colleges located in rural areas.
6. Individuals eligible to apply:
  - a. Are Polish citizens who do not have dual Polish and U.S. citizenship or permanent residence in the U.S. (green card);
  - b. Are not in the United States at the time of submitting the application and have not resided in the United States for 5 or more consecutive years in the six-year period preceding the date of application. A candidate who has lived in the United States for 9 months (or more) during a calendar year is deemed to have resided in the United States for that year. Additionally, preference is given to those candidates who have not had substantial recent experience in the United States, which is defined as a period aggregating more than an academic year (9 months) during the past 5 years;
  - c. Are employed as lecturers or researchers and lecturers in higher education institutions, research institutes, Polish Academy of Science units, international scientific institutes or other scientific units in Poland;
  - d. Hold, at a minimum, a Ph.D. degree;
  - e. Have a very good command of the English language;
  - f. Meet formal requirements of J-1 visa.
7. The rules of the competition, formal criteria and requirements may be subject to change by CIES/U.S. Department of State; the Fulbright Commission is obliged to accept and enforce such changes.

### B. Grant Application

1. In order to take part in the competition:
  - a. The host institution must timely submit a complete application to CIES in line with the currently applicable requirements of the Fulbright Scholar-in-Residence Program (available at the Fulbright Scholar Program website administered by CIES);
  - b. The candidate must timely submit a complete grant application to the Fulbright Commission in line with the currently applicable requirements of the Fulbright Scholar-in-Residence Program (provided by the Fulbright Commission), including the data processing consent form.

### C. Competition Procedure

1. The competition procedure consists of the following stages:
 

STAGE 1: CIES assembles a committee to review all applications submitted to the competition by host institutions and recommends the best applications to the U.S. Department of State.

STAGE 2: Candidates from Poland may be awarded by either of 2 procedures:

  - a. A candidate named by the host institution submits an application in line with the currently applicable requirements of the Fulbright Scholar-in-Residence program received from the Fulbright Commission and attends an interview at the Fulbright

Commission's offices. The candidate's evaluation and recommendation is transmitted to CIES.

- b. Should information be received from CIES that there is a request for a candidate from Poland, the Fulbright Commission announces a Fulbright Scholar-in-Residence award competition at higher education institutions, research institutes, Polish Academy of Science units, international scientific institutes and other scientific units in Poland. Fulbright Commission's staff evaluates submitted applications, holds interviews with candidates and provides CIES with a list of recommended candidates. CIES in collaboration with the host institution selects the best candidate.

STAGE 3: U.S. Department of State and FFSB make the final award decision.

2. In particular, the following are considered in the assessment:
  - a. Candidate matching the requirements and project profile presented by the host institution;
  - b. Candidate's availability at the time frame indicated by the host institution;
  - c. Candidate's command of the English language;
  - d. Candidate's competence in the taught area;
  - e. Candidate's academic, teaching and research track record (including awards, trainings, conferences, publications) as well as non-academic accomplishments;
  - f. Candidate's social engagement;
  - g. Candidate's ability and readiness to further Fulbright ideas and mission during and after the grant.
3. The grantee must receive medical clearance from the U.S. Department of State before s/he leaves for the grant.
4. Participation in the Fulbright program requires a J-1 visa issued by the Consulate of the U.S. Embassy in Warsaw or the U.S. Consulate in Krakow. Grants cannot be pursued on visas other than the J-1 visa (e.g., F student visas, tourist visas or work visas).

#### D. Financial Provisions

1. The grant is fully funded by the U.S. Department of State. The financial information is available at the CIES website.

## U.S. STUDENT PROGRAM

### I. FULBRIGHT STUDENT RESEARCHER AWARD

#### A. General Rules and Formal Criteria

1. Awards are granted through a competition open to students and alumni of U.S. higher education institutions to conduct research projects at higher education institutions, research institutes, Polish Academy of Science units, international scientific institutes and other scientific units, educational, governmental, cultural and medical institutions, as well as governmental and non-governmental research organizations in Poland.
2. Applications are accepted from candidates from all fields.
3. Awards are offered for 9 months (1 academic year). Shorter grants (of at least 6 months in length) are offered only to candidates in the arts and advanced doctoral candidates.
4. During the stay, the grantee carries out a project agreed upon with the host institution.
5. During the academic year in which the original grant was pursued, the grant may be extended for the maximum period of 3 months through a competition. The financial provisions of grant extension do not cover the cost of a return flight ticket and selected one-off allowances.
6. Individuals eligible to apply:
  - a. Are U.S. citizens (green card holders are not eligible to apply);
  - b. Have not resided outside the United States for 5 or more consecutive years in the six-year period preceding the date of application.  
A candidate who has lived outside of the United States for 9 months (or more) during a calendar year is deemed to have resided abroad for that year. Additionally, preference is given to those candidates who have not had substantial recent

experience outside the United States, especially in Poland, which is defined as a period aggregating more than an academic year (9 months) during the past 5 years. Duty abroad in the U.S. Armed Forces does not apply in this section;

- c. Hold a degree which is, at a minimum, equivalent to the Polish licencjat/inżynier degree, e.g., bachelor's degree, before the start of the grant;
  - d. Do not hold a doctoral degree at the time of application.
7. The Fulbright Commission shall use its best endeavors to place the grantee at his/her selected host institution. The Fulbright Commission reserves the right to choose a different institution.

#### B. Grant Application

1. In order to take part in the competition the candidate must timely submit a complete grant application to IIE in line with the currently applicable requirements of the Fulbright Student Researcher Program (available at the Fulbright U.S. Student Program website administered by IIE). Information on the required application documents and application submission procedures is provided by IIE.

#### C. Competition Procedure

1. The competition procedure consists of the following stages:

STAGE 1: IIE performs a formal check of applications and assembles a committee to review the applications. IIE selects the best candidates and recommends them to the Fulbright Commission, providing a list of candidates with full documentation for further evaluation process. The list of candidates recommended by IIE is concurrently sent for FFSB's approval.

STAGE 2: Fulbright Commission's staff performs preliminary evaluation of the applications. The list of candidates recommended for interviews is presented to the Board.

STAGE 3: Selection Committee holds interviews with candidates in the English language. Candidates are evaluated in accordance with the established evaluation criteria.
2. In particular, the following are considered in the assessment:
  - a. Statement of Grant Purpose, including substantiation why the project should be conducted in Poland and plans for dissemination of the results;
  - b. Candidate's competence and experience in the researched field, including research background;
  - c. Candidate's academic track record (including awards, trainings, conferences, publications) as well as non-academic accomplishments;
  - d. Personal Statement;
  - e. Opinions in letters of recommendation;
  - f. Information in the current invitation letter from the hosting unit (if attached to the documentation), including its readiness to host the candidate;
  - g. Candidate's ability and readiness to further Fulbright ideas and mission during and after the grant;
  - h. Candidate's social engagement;
  - i. Value of the project in light of scientific developments in Poland and the U.S., and Fulbright Commission's priorities set for the given academic year.
3. The Director on behalf of the Management Board presents the results to the Board. The Board approves selected candidates by the majority vote as per the statute of the Fulbright Commission. The list of the competition finalists is sent to IIE. IIE informs the candidates about the result of the recruitment process.
4. The grantee must receive medical clearance from the U.S. Department of State before s/he leaves for the grant.

#### D. Financial Provisions

1. The grant depends on the available funds.
2. The grant is intended for grantee's living expenses. It may also cover:
  - a. Full or partial costs of tuition and/or fees;
  - b. Travel allowance for grantee's round trip to Poland;
  - c. One-off relocation and settling-in allowance;
  - d. One-off research, books and conference allowance;

- e. Monthly family allowance for the dependent family, if the family accompanies the grantee for at least 80% of the grant period;
- f. Limited health care benefit plan for the grantee.

## II. FULBRIGHT ENGLISH TEACHING ASSISTANT AWARD

### A. General Rules and Formal Criteria

1. Awards are granted through a competition open to students and alumni of U.S. higher education institutions to co-teach and teach practical and specialized English language classes at higher education institutions, research institutes, Polish Academy of Science units, international scientific institutes and other scientific units in Poland.
2. Applications are accepted from candidates from all fields.
3. Awards are offered for 9 months.
4. During the stay, the grantee carries out a teaching program agreed upon between the host institution and the Fulbright Commission.
5. Individuals eligible to apply:
  - a. Are U.S. citizens (green card holders are not eligible to apply);
  - b. Have not resided outside the United States for 5 or more consecutive years in the six-year period preceding the date of application.  
A candidate who has lived outside of the United States for 9 months (or more) during a calendar year is deemed to have resided abroad for that year. Additionally, preference is given to those candidates who have not had substantial recent experience outside the United States, especially in Poland, which is defined as a period aggregating more than an academic year (9 months) during the past 5 years. Duty abroad in the U.S. Armed Forces does not apply in this section;
  - c. Hold a degree which is, at a minimum, equivalent to the Polish licencjat/inżynier degree, e.g., bachelor's degree, before the start of the grant;
  - d. Do not hold a doctoral degree at the time of application.
6. The Fulbright Commission shall place grantees at institutions which declared their willingness to host candidates. The Fulbright Commission shall consider the grantee's profile and needs of the host institution while selecting the affiliation.

### B. Grant Application

1. In order to take part in the competition the candidate must timely submit a complete grant application to IIE in line with the currently applicable requirements of the Fulbright ETA Program (available at the Fulbright U.S. Student Program website administered by IIE). Information on the required application documents and application submission procedures is provided by IIE.

### C. Competition Procedure

1. The competition procedure consists of the following stages:
 

STAGE 1: IIE performs a formal check of applications and assembles a committee to review the applications. IIE selects the best candidates and recommends them to the Fulbright Commission, providing a list of candidates with full documentation for further evaluation process. The list of candidates recommended by IIE is concurrently sent for FFSB's approval.

STAGE 2: Fulbright Commission's staff performs preliminary evaluation of the applications. The list of candidates recommended for interviews is presented to the Board.

STAGE 3: Selection Committee holds interviews with candidates in the English language. Candidates are evaluated in accordance with the established evaluation criteria.
2. In particular, the following are considered in the assessment:
  - a. Statement of Grant Purpose;
  - b. Candidate's teaching competence and experience;
  - c. Candidate's academic track record (including awards, trainings, conferences, publications) as well as non-academic accomplishments;
  - d. Personal Statement;
  - e. Opinions in letters of recommendation;
  - f. Candidate' profile in light of the needs of Polish institutions;

- g. Candidate's ability and readiness to further Fulbright ideas and mission during and after the grant;
  - h. Candidate's social engagement;
  - i. Value of the project in light of scientific developments in Poland and the U.S., and Fulbright Commission's priorities set for the given academic year.
3. The Director on behalf of the Management Board presents the results to the Board. The Board approves selected candidates by the majority vote as per the statute of the Fulbright Commission. The list of the competition finalists is sent to IIE. IIE informs the candidates about the result of the recruitment process.
  4. The grantee must receive medical clearance from the U.S. Department of State before s/he leaves for the grant.

### D. Financial Provisions

1. The grant total depends on the available funds.
2. The grant is intended for grantee's living expenses. It may also cover:
  - a. Travel allowance for grantee's round trip to Poland;
  - b. One-off relocation and settling-in allowance;
  - c. One-off conference and books allowance;
  - d. Monthly family allowance for the dependent family, if the family accompanies the grantee for at least 80% of the grant period;
  - e. Limited health care benefit plan for the grantee.

## U.S. SCHOLAR PROGRAM

### I. CORE FULBRIGHT U.S. SCHOLAR PROGRAM

#### A. General Rules and Formal Criteria

1. Awards are granted through a competition open to researchers and lecturers of U.S. higher education institutions in 4 award categories:
  - a. Distinguished Chair;
  - b. Lecturer;
  - c. Researcher;
  - d. Lecturer/Researcher.
2. Applications are accepted from candidates from all fields. In case of medical sciences, the grantee shall not have the right to practice medicine in Poland.
3. Awards are offered for 3 to 9 months in case of research projects and for 4 to 9 months (a semester or an academic year) in case of teaching projects.
4. During the stay at a higher education institution, research institute, Polish Academy of Science unit, international scientific institute or other scientific unit, the grantee conducts a program of lectures and other engagements proposed in his/her application and agreed with the host institution and/or the Fulbright Commission, and/or his/her research project.
5. During the academic year in which the original grant was pursued, the grant in the Researcher or Lecturer/Researcher category may be extended through a competition for the maximum period of 3 months. In special cases, with appropriate justification, grantees in the Lecturer category may apply for the extension. The financial provisions of grant extension do not cover the cost of a return flight ticket and selected one-off allowances.
6. Individuals eligible to apply:
  - a. Are U.S. citizens (green card holders are not eligible to apply);
  - b. Have not resided outside the United States for 5 or more consecutive years in the six-year period preceding the date of application.  
A candidate who has lived outside of the United States for 9 months (or more) during a calendar year is deemed to have resided abroad for that year. Additionally, preference is given to those candidates who have not had substantial recent experience outside the United States, especially in Poland, which is defined as a period aggregating more than an academic year (9 months) during the past 5 years. Duty abroad in the U.S. Armed Forces does not apply in this section;

- c. Have not participated in the Core Fulbright U.S. Scholar program or the Fulbright Specialist program within the past 2 years (candidates who complete the Core Fulbright U.S. Scholar grant or the Fulbright Specialist grant must wait 2 years from the completion of their grant to apply for the Core Fulbright U.S. Scholar grant);
  - d. Hold a Ph.D. or terminal degree at the time of application.
7. The Fulbright Commission will place the grantee at the host institution selected by the candidate. The Fulbright Commission reserves the right to change or propose the affiliation if the candidate has not selected it.
8. Candidates may apply for a Flex award which allows for 2 to 5 visits to Poland over the course of the given academic year and the total length of the grant is a minimum of 2 months. For Flex awards the Commission covers the costs of 1 return flight ticket.

## B. Grant Application

1. In order to take part in the competition the candidate must timely submit a complete grant application to CIES in line with the currently applicable requirements of the Core Fulbright U.S. Scholar Program (available at the Fulbright Scholar Program website administered by CIES). Information on the required application documents and application submission procedures is provided by CIES.

## C. Competition Procedure

1. The competition procedure consists of the following stages:
 

STAGE 1: CIES performs a formal check of applications and assembles a committee to review the applications. CIES selects the best candidates and recommends them to the Fulbright Commission, providing a list of candidates with full documentation for further evaluation process. The list of candidates recommended by CIES is concurrently sent for FFSB's approval.

STAGE 2: Fulbright Commission's staff performs preliminary evaluation of the applications. The list of candidates recommended for interviews is presented to the Board.

STAGE 3: Selection Committee holds interviews with candidates in the English language. Candidates are evaluated in accordance with the established evaluation criteria.
2. In particular, the following are considered in the assessment:
  - a. Candidate's Project Statement with research or research and teaching plans, including substantiation why the project should be conducted at the selected institution in Poland and plans for dissemination of the results;
  - b. Candidate's competence in the researched/taught area;
  - c. Candidate's academic, research and/or teaching track record (including awards, trainings, conferences, publications) as well as non-academic accomplishments;
  - d. Opinions in letters of recommendation;
  - e. Information in the current invitation letter from the hosting unit (if attached to the documentation), including its readiness to host the candidate;
  - f. Candidate's ability and readiness to further Fulbright ideas and mission during and after the grant;
  - g. Candidate's social engagement;
  - h. Value of the project in light of scientific developments in Poland and the U.S., and Fulbright Commission's priorities set for the given academic year.
3. The Director on behalf of the Management Board presents the results to the Board. The Board approves selected candidates by the majority vote as per the statute of the Fulbright Commission. The list of the competition finalists is sent to CIES. CIES informs the candidates about the result of the recruitment process.
4. The grantee must receive medical clearance from the U.S. Department of State before s/he leaves for the grant.

## D. Financial Provisions

1. The grant total depends on the award category, grantee's professional title or academic degree, and available funds.
2. The grant is intended for grantee's living expenses. The grant may also cover:
  - a. Travel allowance for grantee's round trip to Poland;

- b. One-off relocation and settling-in allowance;
- c. Monthly research, books and conference allowance;
- d. Monthly family allowance for the dependent family, if the family accompanies the grantee for at least 80% of the grant period;
- e. Limited health care benefit plan for the grantee.

## II. FULBRIGHT SPECIALIST PROGRAM

### A. General Rules and Formal Criteria

1. The Fulbright Commission reviews applications submitted through a competition by higher education institutions, research institutes, Polish Academy of Science units, international scientific institutes and other scientific units, educational, governmental, cultural and medical institutions, as well as governmental and non-governmental research organizations in Poland, which express their readiness to invite outstanding U.S. specialists to deliver lectures, seminars or workshops, engage in local programs, research projects, symposiums, and conferences, conduct consultations on program and faculty/workforce development, or provide assessments and expert opinions etc.
2. Awards are granted in the following fields: agriculture, American studies, anthropology, archeology, biology education, business administration, chemistry education, communications and journalism, computer science and IT, economics, education, engineering education, environmental science, law, library science, math education, peace and conflict resolution studies, physics education, political science, public administration, public/global health, social work, sociology, and urban planning.
3. Awards are offered for the period from 14 to 42 days.
4. Institutions which wish to host a U.S. specialist must timely submit to the Fulbright Commission a formal application, which includes a project plan for grantee's stay in Poland and information on institution's financial contribution to the expenses related to the stay.
5. U.S. specialists are selected through a recruitment process administered by WL/U.S. Department of State.
6. Individuals eligible to apply:
  - a. Are U.S. citizens (green card holders are not eligible to apply);
  - b. Have not resided outside the United States for 5 or more consecutive years in the six-year period preceding the date of application. A candidate who has lived outside of the United States for 9 months (or more) during a calendar year is deemed to have resided abroad for that year. Additionally, preference is given to those candidates who have not had substantial recent experience outside the United States, especially in Poland, which is defined as a period aggregating more than an academic year (9 months) during the past 5 years. Duty abroad in the U.S. Armed Forces does not apply in this section;
  - c. Are entered in the Roster administered by WL;
  - d. Have received a maximum of 2 Fulbright Specialist grants during the three-year tenure on the Fulbright Specialist Roster;
  - e. Have not participated in the Core Fulbright U.S. Scholar program within the past 2 years (candidates who complete the Core Fulbright U.S. Scholar grant must wait 2 years from the completion of their grant to apply to join the Fulbright Specialist Roster). Previous Fulbright Specialist Roster candidates whose tenure on the Roster has expired must wait 2 years from the date of their tenure expiration before they are eligible to apply to join the Fulbright Specialist Roster for another tenure.
7. The rules of the competition, formal criteria and requirements may be subject to change by WL/U.S. Department of State. The Fulbright Commission is obliged to accept and enforce such changes.

### B. Grant Application

1. In order to take part in the competition:
2. The candidate must file an application with the Roster through WL, in line with the currently applicable requirements of the Fulbright Specialist Program (available at the Fulbright Specialist Program website administered by WL).
3. The host institution must timely submit an electronic application and send the hard copy of the application to the Fulbright Commission's address, in line with the currently applicable requirements of the Fulbright Specialist Program (available at the Fulbright Commission website).

## C. Competition Procedure

1. The competition procedure consists of the following stages:

STAGE 1: WL performs a formal check of applications submitted by candidates from the U.S. and establishes a committee, which evaluates the applications and selects the best candidates. WL enters the selected candidates into the Roster system.

STAGE 2: Fulbright Commission's staff performs a formal check and evaluation of the applications submitted by host institutions in Poland. The list of recommended applications from host institutions is presented to the Board.

STAGE 3: Candidates from Poland may be awarded by either of 2 procedures:

  - a. The host institution names a candidate in the application. If the candidate is not on the Roster, the individual must file in an application with the Roster through WL.
  - b. The host institution does not name a candidate in the application. WL recommends to the host institution a matching candidate from the Roster.

STAGE 4: WL evaluates the matched applications pairs submitted by the host institution and the candidate. The Department of State and FFSB make the final award decision.
2. In particular, the following are considered in the assessment:
  - a. Project plan for U.S. specialist's stay in Poland and his/her planned engagements presented by the host institution;
  - b. Financial contribution offered by the host institution and/or availability of Fulbright Commission's funds;
  - c. Candidate's academic (research and/or teaching) track record, as well as non-academic accomplishments;
  - d. Candidate's competence in the researched/taught area;
  - e. Candidate's academic, research and/or teaching track record (including awards, trainings, conferences, publications) as well as non-academic accomplishments;
  - f. Candidate's and host institution's ability and readiness to further Fulbright ideas and mission during and after the grant;
  - g. Candidate's social engagement;
  - h. Value of the project in light of scientific developments in Poland and the U.S., and Fulbright Commission's priorities set for the given academic year.
3. The Director on behalf of the Management Board presents the results to the Board. The Board approves selected candidates and host institutions by the majority vote as per the statute of the Fulbright Commission. The Fulbright Commission informs the host institution about the result of the recruitment process, while WL notifies the candidate.

## D. Financial Provisions

1. The grant may cover:
  - a. Travel allowance for grantee's round trip to Poland;
  - b. Daily honorarium;
  - c. Lodging expenses;
  - d. Meals;
  - e. In-country transportation;
  - f. Health benefits program.
2. The Department of State shall cover the grantee's daily honorarium and the cost of round trip to Poland. The host institution shall pay the cost of grantee's lodging expenses, meals and in-country transportation.
3. In exceptional circumstances, and pending availability of funds, the Fulbright Commission may cover the contribution of the U.S. Department of State and/or part of the contribution of the host institution.
4. The host institution is obliged to deliver to the Fulbright Commission a final report detailing grantee's stay and engagements in Poland.

## § 3

### Rights and Obligations of the Fulbright Commission and Grantee (Parties)

1. "The Policies of J. William Fulbright Foreign Scholarship Board", available at the website of the State Department Bureau of Educational and Cultural Affairs, apply to all programs.
2. Rights and obligations of the parties are defined in the Grant Authorization Form (GAF) and Terms and Conditions of the Grant (TAC), hereinafter referred to as the "GAF" and "TAC". GAF and TAC provide details of the grant total, financial provisions, grant period, affiliation location, insurance and other information.
3. The Fulbright Commission undertakes to comply with the obligations detailed in GAF and TAC, and pay the grant as per rates and payment schedule identified in the GAF.
4. The grantee undertakes to comply with the obligations itemized in GAF and TAC and to inform the Fulbright Commission about any additional grants received during the Fulbright grant period.
5. The competition finalist has the right to decline the award.
6. The Fulbright Commission may withdraw the award should the grantee fail to deliver upon his/her commitments, violate the principles of academic integrity in all research and/or teaching activities, or compromise the reputation of the Fulbright Program or award funding partner.

## § 4

### Final Provisions

1. This Regulation comes into effect upon Board's approval.