

**General Rules
Governing Competitions for Research Posts
at the Institute of Physical Chemistry of the Polish Academy of Sciences
in Warsaw**

Preamble

In its selection of candidates the Institute is guided by the principles contained in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The Institute is of the opinion that excellence in the conduct of scientific research, scientific independence and mobility are the main indicators that should be followed when selecting candidates. The Institute values experience gained by candidates in other scientific disciplines as well as in other sectors of the economy. The Institute evaluates the scientific achievements resulting from the effective number of years worked in science, taking into account all breaks in the researcher's work. In the evaluation and selection of a candidate the Institute favours the scientific achievements of the candidate over the reputation of his superiors and the scientific institutions in which he has worked as a researcher.

§1.

Employment in research posts at the Institute of Physical Chemistry of the Polish Academy of Sciences (hereinafter abbreviated: IPC PAS) takes place by way of a competition announced by the Director of the Institute.

§2.

1. The Notice of Competition includes:
 - 1) The number of vacancies;
 - 2) A brief description of the research studies in which the candidate is to participate;
 - 3) Specific requirements regarding completed university education, post-graduate degree or professional title held and candidate's scientific specialty;
 - 4) A list of documents that the candidate should include with the competition application:
 - a) Employment application, with an address for correspondence and contact details (e-mail and telephone)
 - b) A scan or photocopy of the university degree,
 - c) A scan or photocopy of the post-graduate degree (if applicable)
 - d) A scan or photocopy of the certificate of professional title (if applicable)
 - e) Curriculum vitae,
 - f) A list of publications indicating a maximum of five of the most important studies carried out in the last 5 years of the candidate's research (after deduction of breaks in research work), patent applications, patents, implementations, research projects,
 - g) The number of citations of publications without self-citations, the Hirsch index and the number of years worked effectively in science (after

deduction of breaks)

- h) A list of research projects (including application, implementation), which were headed by the candidate or where he/she was the main researcher and 1-3 major publications which were a result of the implementation of this project, or other tangible results of the project (if applicable).
 - i) At least one opinion of an independent researcher, a specialist in the field indicated in the Notice of Competition,
 - j) A summary of professional accomplishments not exceeding 3500 characters (1 A4 size page), containing concise information about scientific interests, past achievements, any participation in research projects and the candidate's own research plans,
 - k) Consent to the processing of the candidate's personal data for the purposes of the competition,
as well as:
 - l) A declaration from the candidate that he/she has become acquainted with the General Rules Governing Competitions for Research Posts at the IPC PAS in Warsaw.
- 5) The criteria for evaluating candidates;
 - 6) The date of submission of documents;
 - 7) The date the result of the competition will be known;
 - 8) The planned period of employment at the IPC PAS;
 - 9) Information on the possibility of appeal against the results by a candidate negatively evaluated by the Competition Committee.

2. The Notice of Competition may include:

- 1) A list of additional documents, other than those specified in § 2 paragraph 1 item 4) of the General Rules, which the candidate includes with the competition application, necessary for a proper evaluation of the candidate for the purposes of the given competition.
- 2) Information on the possibility of inviting the candidate to publicly present the results of his/her research in a seminar;
- 3) A list of additional information which the candidate should provide, other than that specified in § 2 paragraph 1 of the General Rules, if the institution sponsoring the study or project, for which funds for hiring the employee are foreseen, has approved a different scope for the Notice of Competition or a different scope for the Notice of Competition is apparent from the documents associated with this type of project;
- 4) An indication of additional criteria for evaluation of the candidate, other than those set out in the General Rules;
- 5) Information about the source of financing the employee's remuneration;
- 6) Any other necessary information.

3. A Notice of Competition template constitutes **Appendix 1** to the General Rules.

4. The Notice of Competition shall be made public on the website of the Public Information Bulletin of the Minister of Science, on the website of the European Commission's European portal for mobile researchers dedicated to the publication of job offers for researchers (on the date of entry into force of the General Rules: Euraxess); on the website of the IPC PAS and on the notice boards of the IPC PAS.

§3.

1. Competition proceedings are carried out by the Competition Committee appointed by the Director. The representation of both men and women should be ensured in the Competition Committee.
2. The Competition Committee consists of the following permanent members:
 - 1) The Deputy Director for Scientific Affairs - the Chairman;
 - 2) Three researchers holding the title of Professor – members of the Scientific Council.
3. The Competition Committee also includes the Team Leader in which the candidate is to be employed.
4. For the duration of specific competition proceedings, the Director of the Institute may also appoint other researchers to the Competition Committee.
5. The Committee may request a written opinion about the candidate from:
 - 1) Reviewers who are specialists in the field in which the candidate conducts scientific activities;
 - 2) Representatives of the scientific staff of the IPC PAS with a Ph.D or title of dr.hab. if the competition concerns the position of assistant professor or assistant.
6. In the event of a permanent reduction in the number of permanent members of the Competition Committee to less than four, the Director shall appoint a new member or members, complementing the composition of the Competition Committee.
7. The Competition Committee carries out work and makes all decisions with a composition of at least 3 people.
8. The Director may, in justified cases, dismiss members of the Competition Committee.
9. Any member of the Competition Committee who is appointed director shall, as of the date of appointment, cease to be a member of the Competition Committee.

§ 4

1. In the event that the candidate submits a competition application with incomplete documentation, the Competition Committee shall call on the candidate to supplement the competition application within a prescribed period of not less than seven days otherwise the competition application shall be rejected.
2. The Competition Committee may ask the candidate to submit, within a prescribed period of not less than seven days, additional written clarification.

3. The Competition Committee may invite all or only some selected candidates to publicly present the results of their research at a seminar.
4. The Competition Committee evaluates candidates on the basis of the submitted documents, any additional clarification submitted by the candidate and the candidate's presentation at the seminar.
5. The Competition Committee evaluates candidates according to the following criteria:
 - 1) Creativity measured by the quality and number of scientific publications in which the candidate is the first author, corresponding author or a significant author and patent applications/patents and/or implementation (if applicable);
 - 2) Mobility in his/her scientific career (including completed research internships, change in the scientific profile, internships and work in industry);
 - 3) The number of citations of the candidate's work, especially those works in which the candidate is the first author, corresponding author or a significant author (if applicable);
 - 4) Creativity measured by the quality and number of research projects led (if applicable);
 - 5) The opinions presented by the persons referred to in § 3 paragraph 4 of the General Rules;
 - 6) Additional criteria specified in the Notice of Competition, in accordance with § 2 paragraph 2 item 4) of the General Rules.
6. When assessing the achievements of the candidate the Competition Committee shall take into account breaks in research and shall convert the indicated achievements of the candidate into effective years of research.
7. The application of the criteria referred to in § 4 paragraph 6 of the General Rules shall result in the issue by the Competition Committee of a positive or negative opinion.
8. The Competition Committee's opinion of the candidate shall include a written justification.
9. The Competition Committee shall draw up a shortlist of candidates with a positive opinion participating in the competition proceedings and shall submit it to the Director of the Institute.
10. The shortlist of candidates with a positive opinion is only a recommendation and is not binding on the Institute's Director.

11. The Competition Committee shall, wherever possible, address all calls on or notices to candidates according to the following principles, according to their choice:
 - 1) The e-mail address indicated in the competition application;
 - 2) In person with acknowledgment of receipt of the call/notice by the candidate;
 - 3) By post, to the correspondence address indicated on the competition application;
 - 4) In urgent cases, also by telephone.
12. The tasks of the Competition Committee further include any other activities necessary for the proper conduct of the competition proceedings.
13. The Committee shall inform candidates issued negative opinions about the reasons for issuing the negative opinion.
14. The Committee shall inform the Scientific Council of the conducted competitions.
15. Candidates who have been issued a negative opinion by the Competition Committee have the right to appeal against the results of the evaluation. The appeal shall be lodged with the Director of the Institute within 7 days from the date of receipt of the information referred to in § 4 paragraph 13. The decision of the Director of the Institute is final.

§5.

1. The Director of the Institute shall decide and announce the result of the competition in the Public Information Bulletin of the Minister of Science and on the website of the IPC PAS and shall decide on the employment at the IPC PAS of the candidate, chosen from candidates issued positive opinions by the Competition Committee or candidates given positive opinions by the Director of the Institute – as a result of a successful appeal as referred to in § 4 paragraph 15.
2. The Director of the Institute shall inform the other candidates issued positive opinions by the Competition Committee or the Director of the Institute - as a result of a successful appeal, of the reasons for their non-employment.

§6.

If none of the candidates obtains the positive opinion of the Competition Committee or the Director of the Institute - as a result of a successful appeal, as referred to in § 4 paragraph 15, or no effectively submitted competition application is lodged within the deadline specified in the Notice of Competition, the Director of the Institute shall recognize the competition as unresolved and may announce a new competition.

§7.

1. Competition proceedings are not carried out in the case of employment for a fixed term of a researcher:
 - 1) Directed to work under a contract with a foreign scientific institution, for the duration of a project that includes research or development work funded by competition from funds for education or European Union funds or other entities awarding a grant,
 - 2) For the same position, if the previous employment contract was concluded for a period of not less than three years.
2. Competition proceedings for a post financed from external funds can be carried out according to different principles from those specified in the General Rules, if the financing institution requires a different manner of carrying out the given competition or a different course of action results from other documents related to the project. Such a competition shall be announced at least in the manner indicated in § 2 paragraph 4 of the General Rules.
3. Recruitment for doctoral studies by the IPC PAS shall be deemed the conduct of a competition as understood in the General Rules, which indicates the possibility of hiring a PhD student as an assistant for at least the duration of his/her doctoral studies extended by three additional months spent on his/her search for employment or a post-doctoral internship. The detailed procedure for conducting this competition is governed by a separate Resolution of the Director of the IPC PAS.

These General Rules were adopted at a meeting of the Scientific Council on 19th June, 2017.

Institute of Physical Chemistry of the Polish Academy of Sciences

Warsaw,

THE DIRECTOR OF THE INSTITUTE ANNOUNCES AN OPEN COMPETITION FOR THE POSITION OFIN THETEAM/DEPARTMENT OF IPC PAS (number of vacancies.....)

The Competition is open to persons who meet the conditions specified in the Act of 30th April, 2010 of the Polish Academy of Sciences (Journal of Laws no. 96, item 619 with subsequent amendments) and the General Rules Governing Competitions for Research Posts at the Institute of Physical Chemistry of the Polish Academy of Sciences in Warsaw (www.ichf.edu.pl)

The criteria for assessing the candidate are as follows:

- a. Creativity measured by the quality and number of scientific publications in which the candidate is the first author, corresponding author, or a significant author (the importance of the candidate's work in a given publication may be highlighted by the corresponding author/person conducting the research in a separate letter to the committee) and patent applications/patents and/or implementation (if applicable);
- b. Mobility in his/her scientific career (including completed research internships, change in the scientific profile, internships and work in industry);
- c. The number of citations of the candidate's work, especially those works in which the candidate is the first author, corresponding author or a significant author (if applicable);
- d. Creativity measured by the quality and number of research projects the candidate has led and publications resulting from implementation of these projects (if applicable);
- e.¹.

I. The research studies in which the candidate is to participate:
.....

II. Conditions to be met by the candidate:

1. The successful candidate shall have a university degree in, a professional title or post-graduate degreein the discipline.....*
2. The successful candidates shall have experience in
3. The successful candidate shall have scientific achievements and organizational and teaching achievements.*

III. The following should be included in the competition application:

¹ Others – please complete as appropriate

1. A job application.
2. Curriculum vitae.
3. A summary of professional accomplishments (not exceeding 3500 characters), containing concise information about scientific interests, past achievements pointing out the three most important ones, participation in and running research projects and the candidate's own research plans.
4. A scan or photocopy of the candidate's university degree.
5. A scan or photocopy of the candidate's post-graduate degree (if applicable).
6. A scan or photocopy of the candidate's certificate of professional title (if applicable).
7. A list of publications indicating a maximum of five of the most important studies carried out in the last 5 years of the candidate's research work (after deduction of breaks in research), patent applications, patents, implementations, research projects.
8. The number of citations of publications without self-citations, the h index and the number of years worked effectively in science (after deduction of breaks), (if applicable).
9. Information about any breaks in performing research work, e.g. maternity leave, internship in industry, etc. (if applicable). When assessing the achievements of the candidate the Competition Committee shall take into account breaks in research and shall convert the candidate's indicated achievements into effective years of scientific work.
10. A list of research projects (application, implementation), which were headed by the candidate or where he/she was the main researcher and 1-3 most important publications that were a result of the implementation of this project, or other tangible results of the project (if applicable).
11. At least one opinion of the candidate from an independent researcher, a specialist in the field of
12. Consent to the processing of the candidate's personal data for the purposes of the competition.
13. The candidate's declaration he/she has become acquainted with the General Rules Governing Competitions for Research Posts at the IPC PAS in Warsaw.

As part of the competition proceedings candidates may be requested to publically present the results of their hitherto work in the form of a seminar at the IPC PAS and/or for additional clarification.

Candidates who have been issued a negative opinion by the Competition Committee have the right to appeal against the results of the evaluation. The appeal shall be lodged with the Director of the Institute within 7 days from the date of receipt of the negative recommendation of the Competition Committee. The decision of the Director of the Institute is final.

IV. Competition applications should be sent by e-mail toand/or to the following address:

Institute of Physical Chemistry PAS
ul. Kasprzaka 44/52, 01-224 Warsaw

Please write on the envelope: "Competition for the position of....."

The deadline for the submission of applications isat.....

The Competition results shall be made known on

V. Employment shall be in accordance with theregulations for a period ofyears with the possibility of extension for a further..... years/for an unspecified period*.

VI. The employee's remuneration shall be financed by*.

VII. In special cases it is possible to allocate guest rooms at the Institute.

Director of the Institute of Physical Chemistry PAS
in Warsaw

* delete as appropriate