

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.

§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) An indication of the organization and the recruiting unit;
 - 2) The IPC PAS and "HR Excellence in Research" logos;
 - 3) The number of vacancies;
 - 4) The name of the post and job description, e.g. a brief description of the research studies in which the candidate is to participate;
 - 5) The scientific profile of the candidate according to the R1-R4 classification (*if applicable*);
 - 6) The planned period of employment at the IPC PAS and the starting date of employment;
 - 7) A list of the required and desirable competencies, including specified requirements for completed higher education, degree or academic title and specifying the candidate's specialty;
 - 8) Career development prospects at the IPC PAS and the possibility of further career development;
 - 9) The date of submission of and a list of documents that are to be attached to the Competition Application:
 - a) Curriculum Vitae including contact details, i.e. correspondence address and/or e-mail address and telephone number,

- b) 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 (*if applicable*),
- c) 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) (*if applicable*),
- d) 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*),
- e) At least one opinion of an independent researcher, a specialist in the field indicated in the Notice of Competition (*if applicable*),
- f) A letter of motivation not exceeding 3,500 characters (1 A4 size page) containing concise information about scientific/professional interests, past achievements, any participation in research projects and the candidate's own research plans,
- g) 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.

10) The criteria for evaluating candidates;

11) The offered employment conditions, in particular: the place of work, the type of contract, other benefits;

12) The expected date the result of the Competition will be known;

13) Information on the possibility of appeal against the results by a candidate negatively evaluated by the Competition Committee or a candidate not selected for recruitment;

14) Information on the processing of the candidate's personal data for the purposes of the competition;

15) A link to the website containing these General Rules and the employment policy of the IPC PAS.

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) An indication of additional criteria for the Candidate's assessment, other than those specified in the General Rules;

4) Information on the amount and source of financing of the employee's remuneration;

5) 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.
2. The Competition Committee shall consist of the following permanent members:
 - 1) The Deputy Director for Scientific Affairs - the Chairman;
 - 2) Two researchers holding the title of Professor – members of the Scientific Council.
3. A minimum 1/3 representation of both sexes should be ensured in the permanent members of the Competition Committee.
4. The Competition Committee also includes the leader of the Team in which the candidate is to be employed.
5. For the duration of specific competition proceedings, the Director of the Institute may also appoint other Institute employees or persons from outside the Institute to the Competition Committee.
6. Before evaluating the candidates within the framework of a given Competition, the members of the Competition Committee shall confirm their objectivity and impartiality and declare a lack of conflict of interest in relation to the candidates in accordance with **Appendix 2** to these General Rules.
7. 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 research 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.
8. In the event of a permanent reduction in the number of permanent members of the Competition Committee, the Director shall appoint a new member or members, supplementing the composition of the Competition Committee.
9. The Competition Committee carries out work and makes all decisions with a composition of at least 3 people.
10. The Director may, in justified cases, dismiss members of the Competition Committee.
11. 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 an interview or to publicly present the results of their research at a seminar.
4. The Competition Committee shall evaluate 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 shall evaluate 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 (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 and publications arising as a result of the implementation of these projects (*if applicable*);
 - 5) The opinions presented by the persons referred to in § 3 paragraph 4 of the General Rules; (*if applicable*);
 - 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 of the candidate.
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) To 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, informing them of the weak and strong points of their application.
14. The Committee shall inform the Scientific Council of the conducted competitions.

§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, selected 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 § 6.
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.

Candidates who have been issued a negative opinion by the Competition Committee or candidates issued positive opinions by the Competition Committee, but not selected for employment by the Institute's Director have the right to appeal against the results of the evaluation, in accordance with § 5, paragraph 1. 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 or § 5, paragraph 2. The decision of the Director of the Institute shall be final.

§7.

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 § 6, 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.

§8.

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;
 - 2) For the duration of a project that includes research or development work funded by competition from funds for science or European Union funds or other entities awarding a grant;
 - 3) 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 conducted by the IPC PAS shall be deemed the conduct of a competition as understood in the General Rules, which indicates the possibility of employing 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.
4. Subject to the provisions of paragraph 2, recruitment of a research and technical member of staff employed as a specialist should take place according to the principles set out in the General Rules at least in the manner indicated in §2, §3 paragraph. 1, §4 paragraphs 1-13, §5-6. At the same time, in the Competition Commission appointed to recruit such an employee, the participation of each sex at the level of at least 1/3 should be ensured.

These General Rules were adopted at a meeting of the Scientific Council on 15th April, 2019.



HR EXCELLENCE IN RESEARCH

Institute of Physical Chemistry of the Polish Academy of Sciences

THE DIRECTOR OF THE INSTITUTE ANNOUNCES AN OPEN COMPETITION

FOR THE POST OF (...)¹

IN THE TEAM/DEPARTMENT

number of vacancies:

1) Job description:

..... (e.g. a description of the research work in which the candidate is to participate)

Expected date of commencement of work:

Place of work and type of contract:

Period of employment: (with the possibility of extension for a period of .../ for an indefinite period)

2) We offer:

Remuneration: gross (delete if not applicable) funding from (delete if not applicable) and benefits in the form of: (e.g. private health care insurance, possibility of accommodation in the Institute's guest rooms)

Others:
(e.g.. work in a dynamically developing team, work under the care of an outstanding specialist in the field ..., access to research infrastructure; a description of the perspectives for professional development at the IPC PAS and the possibility of further career development)

3) Requirements:

- Completed university studies in the field of, professional title or academic degree in the discipline (delete if not applicable);
- Required competencies:
- Desired competencies:²;
- Others: (delete if not applicable).

4) Criteria for evaluation of the candidate:

- Creativity measured by the quality and number of scientific publications in which the candidate is the first author, corresponding author or significant author³ and patent applications/patents and/or implementation (delete if not applicable);
- Mobility in the candidate's career (research internships, change in scientific profile, internships and work in industry);
- The number of citations of the candidate's work, especially those papers in which the candidate is the first author, corresponding author or significant author (delete if not applicable);
- Creativity measured by the quality and number of research projects the candidate has led and publications resulting from the implementation of those projects (delete if not applicable);

¹ Scientific profile of candidate according to R1-R4 classification – delete if not applicable.

² E.g.: <https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>.

³ The importance of the candidate's work in a given publication may be emphasized by the correspondent author / the person conducting the research in a separate letter.

- An opinion of the candidate, issued by an independent researcher, a specialist in the field of *(delete if not applicable)*;
- *(e.g. experience in teaching, successes in obtaining grants, managing studies, transfer of knowledge)*⁴.

*When assessing the candidate's achievements the Competition Committee will take into account breaks in research work (e.g. maternity leave, internships in industry etc.) and will convert the indicated achievements of the candidate into effective years of research*⁵.

As part of the competition procedure, selected Candidates may be invited for an interview or be asked to publicly present the results of their previous work in the form of a seminar at the IPC PAS and / or additional explanations.

5) Required documents:

- CV (including contact details i.e. correspondence address or e-mail address and telephone number);
- Motivational letter (not exceeding 3,500 characters), containing concise information about scientific/professional interests, previous achievements pointing out the three most important, any participation in projects and the candidate's own intentions;
- At least one opinion of the candidate, issued by an independent researcher, a specialist in the field of *(delete if not applicable)*;
- A list of publications indicating a maximum of 5 of the most important studies carried out in the last 5 years of the candidate's research work⁶, patent applications, patents, implementations, research projects *(delete if not applicable)*;
- 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) *(delete if not applicable)*;
- A list of research projects (also 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 *(delete if not applicable)*;
- Consent to the processing of the candidate's personal data for the purposes of the competition according to the template: *(insert appropriate website address)*;
- The candidate's declaration that he/she has become acquainted with the General Rules Governing Competitions for Research Posts at the IPC PAS in Warsaw.
-³.

Information on the processing of the candidate's personal data for the purposes of the competition:

The controller of your personal data is the Institute of Physical Chemistry of the Polish Academy of Sciences with its registered office in Warsaw, NIP: 5250008755 (the "Institute"). The Institute will process your data for the purpose of carrying out scientific and research activities, providing services and contact with the Institute, on the basis of a contract (in connection with the performance of the contract or in order to take action on your request before the contract is concluded - Article 6, paragraph 1, letter b) of GDPR), the legitimate interest of the Institute (Article 6, paragraph 1, letter f) of the GDPR) and legal provisions (Article 6, paragraph 1, letter c) of the GDPR) - depending on the circumstances.

You have the right to: request access to your data, receive a copy of it; rectify (correct) it; delete it; limit its processing; transfer it; lodge a complaint to the supervisory body; withdraw your consent for processing at any time (withdrawal of consent does not affect the lawfulness of the processing carried out prior to its withdrawal) or to lodge an objection to data processing. More information is available on the Institute's website.

http://ichf.edu.pl/gen_inf/gen_en/GDPR%20-%20General%20Information%20Clause.pdf

⁴ Others – please supplement.

⁵ Information on breaks in the candidate's research work should be included in the CV.

⁶ After deduction of breaks in the candidate's research work.

6) Method of submitting applications:

By e-mail: or to the address: Institute of Physical Chemistry of the Polish Academy of Sciences, ul. Kasprzaka 44/52, 01-224 Warsaw

Please write on the envelope or in the title of the e-mail : "*Recruitment no.....*".

Deadline for submission of applications:

Expected date of results of competition: to

Candidates who have been issued a negative opinion by the Competition Committee or candidates not selected for employment 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 appropriate information. The decision of the Director of the Institute shall be final.

Candidates may become acquainted with the General Rules Governing Competitions for Research Posts at the IPC PAS on (enter website) and the employment policy at the IPC PAS on (enter website).....

Director of the Institute of Physical Chemistry PAS

.....
Director's signature

Warsaw,
date

Re: Open competition for the position of in the Team/Department

DECLARATION

I declare that throughout the entire recruitment procedure I shall remain objective and impartial in relation to the candidates being evaluated.

At the same time, I declare that I shall take all necessary measures to avoid a conflict of interest in relation to the candidates.

.....

signatures