

APPROVED
President of the Polish Academy of Sciences
[signature]
profesor doktor habilitowany Jerzy Duszyński
Warsaw, dated 1 April 2016

Enclosure 1
to Resolution no. 3/275/2016
of the Scientific Board dated 22 February 2016
Consolidated text of the Statutes
of the Institute of Physical Chemistry of PAS

STATUTES OF THE INSTITUTE OF PHYSICAL CHEMISTRY OF THE POLISH ACADEMY OF SCIENCES

I. General provisions

§ 1

1. The Institute of Physical Chemistry, hereinafter referred to as the "Institute", is a scientific institute of the Polish Academy of Sciences.
2. The Institute may use the abbreviated name "IChF PAN".
3. The official translation of the Institute's name into the English language shall be: Institute of Physical Chemistry, Polish Academy of Sciences.
4. The Institute may use the English abbreviated name "IPC PAS".

§ 2

The Institute operates, in particular, under:

1. the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws, No. 96, item 619);
2. the Statutes of the Polish Academy of Sciences constituting Enclosure to Resolution no. 8/2010 of the General Assembly of the Polish Academy of Sciences dated 24 November 2010;
3. Resolution no. 156/54 of the Scientific Secretariat of the Presidium of the Polish Academy of Sciences on the establishment of the Institute of Physical Chemistry of PAS dated 2 November 1954;
4. Resolution no. 235/55 of the Presidium of the Government on the establishment of the Institute of Physical Chemistry of PAS dated 19 March 1955;
5. these Statutes.

§ 3

1. The Institute has its seat in the city of Warsaw.
2. The Institute may also have its organizational units within the territory of the whole Country.
3. The Institute has legal personality.

§ 4

1. The Institute shall use a round seal with the image of the national emblem of the Republic of Poland in the middle and the Institute's name in the rim: Instytut Chemii Fizycznej Polskiej Akademii Nauk [Institute of Physical Chemistry of the Polish Academy of Sciences].
2. The Institute has its own emblem, whose pattern and description constitute Enclosure 2.

II. The Institute's tasks

§ 5

Conducting scientific research in the field of physical chemistry and related disciplines and dissemination of the research results constitute the object of the Institute's activity.

§ 6

The Institute's tasks include, in particular:

1. conducting scientific research in the field of physical chemistry and related disciplines;
2. conducting development and implementation of its results into the economy;
3. supporting early-career researchers;
4. educating academics and specialists particularly qualified in chemical and physical sciences at various levels;
5. collaboration with higher education institutions, research institutes and scientific societies, especially with respect to scientific research and development;
6. cooperation with the socio-economic environment for the purpose of the implementation of scientific research and development;
7. development of international scientific cooperation through the establishment of scientific consortia and conducting research projects together with foreign partners;
8. popularization of knowledge concerning the Institute's activity;
9. performing other tasks resulting from valid provisions and tasks commissioned by the authorities of the Polish Academy of Sciences.

§ 7

1. The tasks mentioned in § 6 are performed by the Institute, in particular, through:
 - 1) conducting scientific research;
 - 2) publishing research results;
 - 3) conferring scientific degrees on the basis of the powers vested in it;
 - 4) conducting activity in the field of education, especially doctoral and postdoctoral education; in the process of providing education, the Institute cooperates with higher education institutions;
 - 5) protection of its own original scientific and technical solutions in Poland and abroad;
 - 6) cooperation with domestic and foreign scientific institutions;
 - 7) preparation of expert opinions and evaluations concerning the Institute's scientific issues;
 - 8) organizing scientific meetings (conferences, conventions, scientific symposia, etc.);
 - 9) collaboration with institutions popularizing knowledge in disciplines specified in § 6;
 - 10) organization of service of library, documentation and informative needs in the scope of its own scientific activity;
 - 11) popularization of knowledge in the Institute and beyond and organizing scientific competitions;
 - 12) applying for financing of research projects at home and abroad;
 - 13) participation in spin-off and spin-out companies and supporting the establishment of such companies.
2. The Institute offers doctoral studies acting under separate rules.
3. The participant of doctoral studies gives the following oath: *I hereby swear to strive for truth and expanding knowledge during the doctoral studies and in my scientific work and to bring honour to the Institute of Physical Chemistry of the Polish Academy of Sciences with my conduct.*
4. The Institute may conduct business activity.

III. Organization of the Institute

§ 8

The Institute shall have the following authorities:

1. the Director;
2. the Scientific Board.

§ 9

1. The President of the Polish Academy of Sciences appoints a candidate selected in a competition as the Director of the Institute for a four-year term.
2. The Deputy Directors shall be:
 - two Deputy Directors for Scientific Affairs,
 - the Deputy Director for General Affairs.
3. The Director shall employ the Deputy Directors upon the consultation with the Scientific Board.
4. The Deputy Director may be dismissed from his/her function by the Director upon consultation with the Scientific Board.

§ 10

1. The Director's scope of duties covers, in particular:
 - 1) management of the Institute and representing it outside;
 - 2) performing actions under the labour law reserved for the employer in respect of the Institute's employees;
 - 3) preparation of the Institute's scientific and economic development programmes;
 - 4) determining the financial plan;
 - 5) submitting to the Scientific Board for its opinion and approval plans and applications on matters within its scope of activity;
 - 6) preparation of projects of the Institute's organizational chart;
 - 7) determining the Institute's organizational rules;
 - 8) preparation of the work rules;
 - 9) evaluation of the activity of the Institute's organizational units;
 - 10) appointment and dismissal of heads of the Institute's organizational units and determining the scope of their powers and responsibility;
 - 11) if necessary, appointment of attorneys-in-fact.
2. The Director manages the Institute's day-to-day activities, is responsible for property management in accordance with applicable principles and is liable for the Institute's financial result.

§ 11

Tasks shall be allocated between the Deputy Directors in the following way:

1. The First Deputy Director for Scientific Affairs shall, in particular, deal with the issues concerning the Institute's research plans and supervise the implementation of research projects and reports.
2. The Second Deputy Director for Scientific Affairs shall, in particular, supervise the development of the Institute's young academics, cooperate with the Chief Accountant Section and deal with the issues regarding the Institute's cooperation with higher education institutions and scientific societies.
3. The Deputy Director for General Affairs shall, in particular, exercise ongoing supervision over investment issues, the technical department and the computer network and manage the Institute Secretariat's work.
4. The specific scope of duties of the Deputy Directors shall be determined by the Director.

§ 12

1. The Director shall appoint the Institute's Advisory Board and may appoint other advisory and consultative bodies.

2. The composition and manner of operation of the Institute's Advisory Board shall be set forth in the Institute's organizational rules.
3. The Advisory Board's meetings shall be convened by the Director at least once each quarter of a year and at each request of at least 50 per cent of its members.
4. The Advisory Board shall discuss and give its opinion on matters related to the performance of basic duties of the Institute, including:
 - progress and difficulties in scientific research;
 - management of the Institute's finances;
 - system of work organization at the Institute;
 - proposals to change the Institute's organizational structure.
5. The composition, scope of activity and work procedure of other advisory bodies referred to in section 1 shall be specified in the Director's decision on their establishment.

§ 13

1. The Scientific Board shall consist of no more than 46 members.
2. The term of office of the Scientific Board shall be four years.

§ 14

1. The Scientific Board shall consist of the following members with a casting vote:
 - 1) 20 representatives of persons holding a scientific title or post doctoral degree [in Polish: doktor habilitowany], employed full time at the Institute and elected by the general meeting of such persons;
 - 2) not more than 5 members of the Academy appointed to participate in the work of the Scientific Board by Division III for Sciences and Earth Sciences of PAS;
 - 3) 14 persons holding the scientific title of professor or a post doctoral or doctoral scientific degree and outstanding specialists not employed or employed part time at the Institute, elected by the persons mentioned in point 1 and 2;
 - 4) 3 representatives of academics other than those specified in point 1, employed at the Institute full time, elected by the meeting of these employees;
 - 5) the doctoral candidates' elected representative;
 - 6) The Director of the Institute and two Deputy Directors for Scientific Affairs.
2. The Scientific Board shall elect the Chairman, Deputy Chairmen and the Secretary. These positions cannot be held by the Director of the Institute or Deputy Directors.

§ 15

1. The election of the Scientific Board members, i.e. the representatives of persons holding a scientific title or post doctoral degree, employed full time at the Institute, is held as a direct election during an electoral meeting of such employees convened by the Director not later than two months before the end of the Scientific Board's term of office.
2. Before the date of the electoral meeting, the Director shall, in writing, ask persons holding a scientific title or post doctoral degree and employed full time at the Institute whether they agree to be candidates in the election to the Scientific Board. All employees of the Institute holding a scientific title or post doctoral degree and employed full time at the Institute shall have passive and active voting rights.
3. The ballot-counting committee, consisting of 3 persons, is elected during the electoral meeting and its tasks include:
 - 1) checking the quorum;
 - 2) collection of data of candidates nominated for the Scientific Board members and obtaining their consent for holding the position of the Scientific Board member;
 - 3) conducting the voting and calculating the votes cast;
 - 4) informing the meeting participants about the voting results;
 - 5) preparing and signing the electoral meeting protocol.
4. During the electoral meeting the chairman of the meeting is elected and his or her duties include:

- 1) opening and leading a discussion concerning the method of electing candidates;
- 2) supporting the ballot-counting committee in its work.
5. The Scientific Board members referred to in section 1 are elected from among candidates who have given their consent for holding the position of the Scientific Board member.
6. The election shall be held as a secret ballot election by a simple majority of votes validly cast and requires at least half of the eligible persons present to be valid.
7. The candidates who have obtained the highest number of votes enter the Scientific Board in the number corresponding to the number of vacant seats. If several candidates get the same number of votes and the number of vacant seats left in the Scientific Board is lower than the number of candidates, an additional voting is held, in which only the candidates with the same number of votes participate.

§ 16

1. The Director of the Institute shall organize the election of the Scientific Board members mentioned in §14.1.3 not later than two weeks after the receipt of the notification from Division III stating the names of Division III members appointed to participate in the Scientific Board's work.
2. The Director shall, in writing, ask persons holding a scientific title or post doctoral degree employed full time at the Institute and members of Division III appointed to participate in the Scientific Board's work about candidates to the Scientific Board proposed by them from among persons listed in § 14.3 and then the Director shall ask the candidates nominated this way whether they agree to be candidates in the election to the Scientific Board.
3. The Scientific Board members referred to in §14.3 are elected from among candidates who have agreed to be candidates in the election to the Scientific Board. The election shall be held as a secret ballot election by a simple majority of votes validly cast and requires at least half of the eligible persons present to be valid.
4. The election of the Scientific Board members referred to in § 14.1.3 is direct and held during the electoral meeting convened by the Director of the Institute.
5. The ballot-counting committee, consisting of 3 persons, is elected during the electoral meeting and its tasks include:
 - 1) checking the quorum,
 - 2) collection of data of candidates nominated,
 - 3) conducting the voting and calculating the votes cast,
 - 4) informing the meeting participants about the voting results,
 - 5) preparing and signing the electoral meeting protocol,
 - 6) informing candidates elected about their election for the Scientific Board members and obtaining their consent for holding the position of the Scientific Board member.
6. During the electoral meeting the chairman of the meeting is elected and his or her duties include:
 - 1) opening and leading a discussion concerning the method of electing candidates;
 - 2) supporting the ballot-counting committee in its work.
7. All of the Institute's employees holding a scientific title or post doctoral degree and employed full time and members of the Scientific Board appointed by Division III of PAS to participate in the Scientific Board's work shall have the active voting right.
8. 14 candidates who have obtained the highest number of votes enter the Scientific Board. If several candidates get the same number of votes and the number of vacant seats left in the Scientific Board is lower than the number of candidates, an additional voting is held, in which only the candidates with the same number of votes participate.

§ 17

1. The provisions of § 15 shall apply to the election of the Scientific Board members referred to in § 14.1.4, bearing in mind that:
 - 1) the passive and active voting right in the election of these Scientific Board members shall be vested in academics employed full time at the Institute other than the Institute employees holding a scientific title or post doctoral degree;

- 2) 3 candidates who have obtained the highest number of votes enter the Scientific Board.

§ 18

Electoral meetings referred to in § 15 and 16 shall be convened on separate days.

§ 19

1. The Director shall ask the doctoral candidate government to designate the doctoral candidates' representative, who shall enter the Scientific Board, not later than 2 weeks before the end of the Scientific Board's term of office.
2. The election of the doctoral candidates' representative is held in accordance with the procedure determined by the doctoral candidate government.

§ 20

The Vice-President supervising Division III for Sciences and Earth Sciences of the Polish Academy of Sciences shall appoint the persons elected to the Scientific Board.

§ 21

1. In case of resignation, termination of membership by virtue of the law or death of the Scientific Board member referred to in § 14.1, 3, 4 or 5 before the end of the term of office, the by-election shall be held. The Chairman of the Scientific Board shall order the by-election immediately upon obtaining information about an event justifying the election by the Scientific Board. The election shall be held within 1 month from the day of ordering it by the Chairman of the Scientific Board. The provisions of § 15 - § 19 shall apply to the by-election, respectively. The Scientific Board member elected in the by-election shall hold his or her position in the Scientific Board until the end of the Scientific Board's term of office.
2. In case of resignation, termination of membership by virtue of the law or death of the Scientific Board member referred to in § 14.1.2 before the end of the term of office, an appropriate entity shall immediately designate another person, who shall hold this position until the end of the term of office.
3. The termination of membership by virtue of the law shall, in particular, mean the situation of the loss by the Scientific Board member indicated in art. 56 of the Act of 30 April 2010 on the Polish Academy of Sciences of the attribute determining the possibility to hold the position at any moment while holding the position of the Scientific Board member, regardless of the duration of such a loss.
4. The act of resignation from the membership in the Scientific Board shall be committed through submitting an appropriate written declaration indicating the resignation date to the Chairman of the Scientific Board.

§ 22

1. The Scientific Board shall exercise ongoing supervision over the Institute's activity, taking particular care of the high level of its scientific activity and development of early-career researchers.
2. The Scientific Board shall, in particular:
 - 1) determine the Institute's profile, taking the worldwide science development trends into consideration;
 - 2) accept the programmes of research, cooperation with foreign scientific institutions and publishing activity;
 - 3) approve the Institute's activity reports;
 - 4) evaluate the scientific activity of the Institute's academics;
 - 5) start and conduct the conferment procedures for a doctoral and post doctoral degree and apply for the conferment of scientific degrees on the basis of the powers vested in it;
 - 6) adopt the rules of management of copyright and related rights and industrial property rights, as well as the principles for commercializing the results of research and development;
 - 7) adopt the Institute's Statutes and their amendments;

- 8) adopt the method and procedure of conducting competitions for individual academic positions;
- 9) appoint the Institute's disciplinary ombudsman;
- 10) express its opinion on the Institute's financial plan and organizational rules;
- 11) express its opinion on candidates for heads of the Institute's scientific organizational units;
- 12) evaluate the Institute's educational and popularizing activity and training of academics by the Institute;
- 13) evaluate the Director's and Deputy Directors' work;
- 14) nominate candidates for members of PAS;
- 15) nominate candidates for scientific awards;
- 16) adopt resolutions regarding other issues reserved for the Scientific Board in the Act and the Academy's Statutes.

§ 23

Principles and procedure according to which the Scientific Board acts shall be set forth in the rules adopted by the Scientific Board.

§ 24

The Institute's financial management is regulated by separate provisions.

§ 25

1. The organizational chart shall constitute Enclosure 1 to the Statutes.
2. The Scientific Divisions and Research Teams constituting scientific organizational units, as well as Specialized Equipment Laboratories, are the basic organizational units of the Institute.
3. The Research Teams operate independently or within the Scientific Divisions.
4. The Research Teams may enter and leave the Scientific Divisions in accordance with the principles specified in the Institute's organizational rules.
5. The Specialized Equipment Laboratories operate independently.
6. The Scientific Board expresses its opinion on the establishment and closedown of the Scientific Divisions and Research Teams.
7. The internal organization of the Institute shall be regulated by the organizational rules determined by the Director.

IV. CHEMIPAN Experimental Establishment

§ 26

1. An experimental establishment under the name: Zakład Doświadczalny „CHEMIPAN” Instytutu Chemii Fizycznej PAN [“CHEMIPAN” R&D Laboratories of the Institute of Physical Chemistry of PAS] operates in the Institute.
2. “CHEMIPAN” R&D Laboratories is a separate organizational unit of the Institute and is fully self-financing as it prepares a separate balance sheet.
3. The Director of the Institute appoints and dismisses the Director and Chief Accountant of “CHEMIPAN” R&D Laboratories.
4. The Director of “CHEMIPAN” R&D Laboratories shall act on the basis and within the limits of the power of attorney granted by the Director of the Institute and report directly to the Director of the Institute.

V. The procedure for electing members of the Disciplinary Board adjudicating in disciplinary issues concerning academics and research and technical employees in the first instance

§ 27

1. The Disciplinary Board established to examine disciplinary issues concerning academics and research and technical employees operates in the Institute.

2. The Disciplinary Board shall consist of 4 members elected by academics and research and technical employees employed in the Institute for the term of 4 years.
3. The Disciplinary Board members shall be elected from among academics employed full time as ordinary professors.
4. The Director of the Institute shall organize the election to the Disciplinary Board.
5. The voting shall be conducted by putting polling cards provided earlier into the ballot box. Persons who have successively obtained the highest number of votes shall be elected to the Disciplinary Board.
6. The Disciplinary Board shall appoint the Chairman and the Vice-Chairman from among its members.
7. The Disciplinary Board shall adjudicate in a panel of three members. The Chairman of the Disciplinary Board shall designate the panel adjudicating in a case.
8. The conduct of proceedings of the Disciplinary Board is regulated by the Act on the Polish Academy of Sciences and specific provisions.

VI. Doctoral candidates' disciplinary liability

§ 28

1. The Disciplinary Board for Doctoral Candidates and the Disciplinary Board of Appeal for Doctoral Candidates operate in the Institute.
2. The Disciplinary Board for Doctoral Candidates comprises 7 members and consists of 4 academics and 3 doctoral candidates.
3. The Disciplinary Board of Appeal for Doctoral Candidates comprises 5 members and consists of 3 academics and 2 doctoral candidates.
4. The Board members referred to in sections 2 and 3 shall be appointed by the Director of the Institute from among the Institute's academics and doctoral candidates designated by the doctoral candidate government.
5. The term of office of the Disciplinary Board for Doctoral Candidates and the Disciplinary Board of Appeal for Doctoral Candidates shall be 4 years but the term of office of doctoral candidates as the Board members shall be 2 years.
6. The Disciplinary Ombudsman for Doctoral Candidates shall be appointed by the Director of the Institute from among academics for the 4-year term of office.
7. The conduct of proceedings of the Disciplinary Board for Doctoral Candidates and the Disciplinary Board of Appeal for Doctoral Candidates is regulated by the Law on Higher Education and specific provisions.

VII. Final provisions

§ 29

The organization and order of the work process and the related employer's and employees' rights and obligations are set out in the work rules.

§ 30

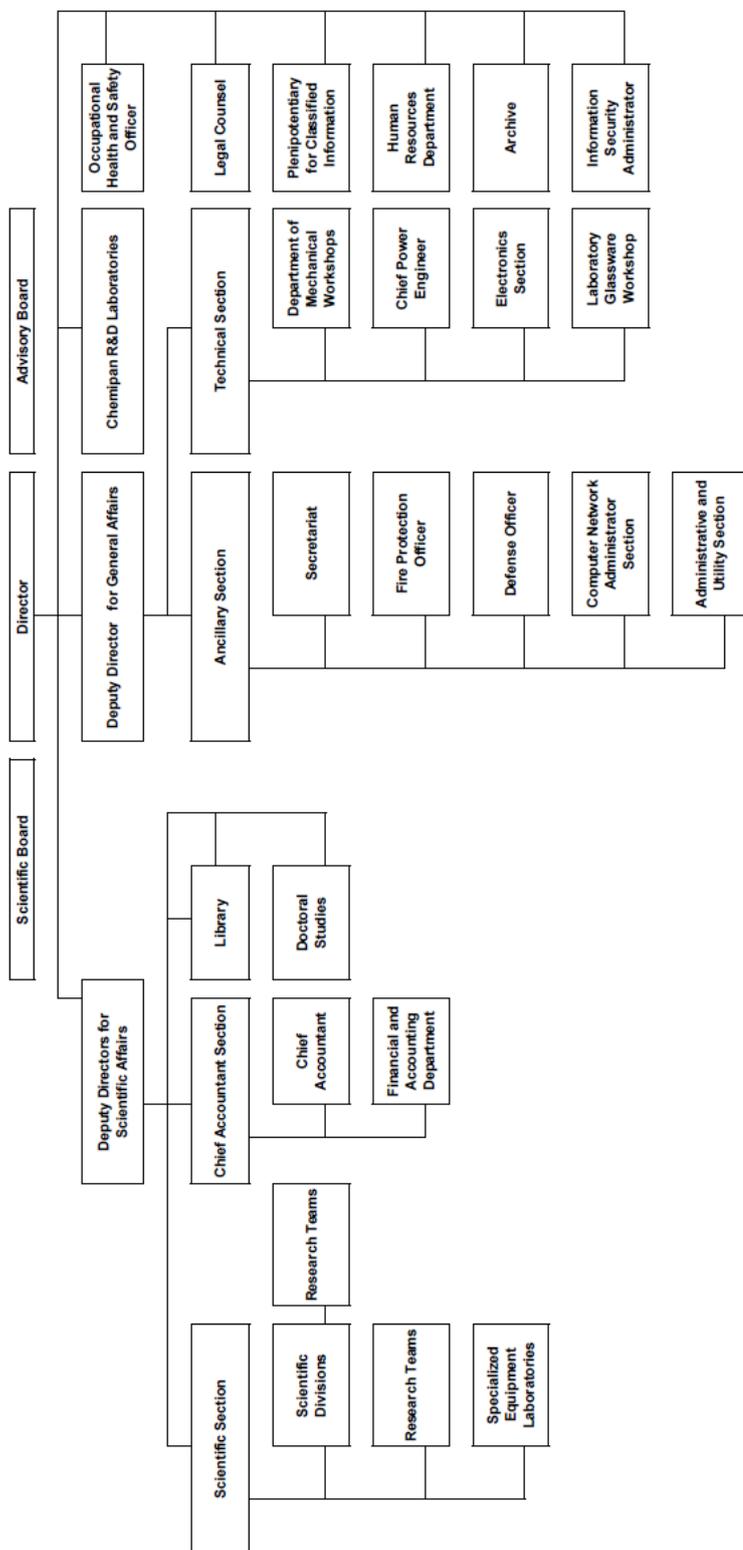
These Statutes were adopted by the Scientific Board of the Institute on 21 February 2011, received an opinion of Division III for Sciences and Earth Sciences of PAN on 1 April 2011 and were approved by the President of the Polish Academy of Sciences on 5 April 2011.

§ 31

The Statutes may be amended in accordance with the procedure provided for their approval.

Enclosure to the Statutes approved by the President of PAS on 1 April 2016

Enclosure 1. Organizational chart of the Institute of Physical Chemistry of the Polish Academy of Sciences



Enclosure to the Statutes approved by the President of PAS on 1 April 2016

Enclosure 2. Pattern and description of the emblem of the Institute of Physical Chemistry of PAS



Description of the emblem of the Institute of Physical Chemistry of PAS

The Institute's logo is placed against the background of the image of the crowned eagle with its head turned to the left and outstretched wings. The eagle is surrounded in a circle by the inscription: INSTITUTE OF PHYSICAL CHEMISTRY OF THE POLISH ACADEMY OF SCIENCES. The eagle is grey. The other elements of the emblem are black.