

Guide to recruitment for research positions

TO WHOM DO THE RULES APPLY?

Rules presented in this document bind all employees of the Institute of Physical Chemistry, the Polish Academy of Sciences (IPC PAS) organizing competitions for the research position, i.e. team leaders, project managers (Recruiter). Some rules differ in case of competitions organised for the positions financed from statutory funds and from the external funds. For this reason, the guide distinguishes two paths of organizing competitions.

Presented rules are in line with the provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (base for „HR Excellence in Research” award).

APPLICATION PROCEDURE - *statutory funds*

[For details see the „Procedure for submitting applications for employment on research posts (from statutory subsidy)” ([Polish/English](#)).]

- ⇒ A Recruiter submits to the Secretariat of the Scientific Council (room no. 41) a signed request to the Director of IPC PAS to open a competition for the scientific position using [the application form](#).
- ⇒ After receiving the Director's consent, the Recruiter informs the Personal Data Protection Inspector about the planned competition using [the GDPR Form](#).
- ⇒ The Data Protection Inspector assigns a recruitment number. The recruitment number should be given in the content of each competition announcement and as an e-mail title.
- ⇒ The Recruiter sends to SEKN-RN@ichf.edu.pl the following documents:
 - an announcement ([Polish/English](#))
 - a [request to publish an announcement in Public Information Bulletin](#) of the Ministry of Science & Higher Education (BIP MNiSW)
 - a [request to publish an announcement on EURAXESS website](#).
- ⇒ After the recruitment process, the Recruiter:
 - fills in a [survey](#)
 - sends a scan of the [statement](#) on completing the survey to SEKN-RN@ichf.edu.pl.



HR EXCELLENCE IN RESEARCH

Shortcut :

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APPLICATION PROCEDURE - *external funds*

- ⇒ The Recruiter, in consultation with the Grants Department, prepares a request (NCN: [Polish/English](#)) to the Director to open a competition & to appoint the Competition Committee (submitted to Piotr Cwalina, room no. 42).
- ⇒ After receiving the Director's consent, the Recruiter informs the Personal Data Protection Inspector about the planned competition using [the GDPR Form](#). The Personal Data Protection Inspector assigns the recruitment number.
- ⇒ In consultation with the Grants Department, the Recruiter prepares the announcements of the competition in English and, possibly, in Polish.
- ⇒ Subsequently, the Recruiter submits to the Website Specialist (aszafranski@ichf.edu.pl) the following documents:
 - an announcement ([Polish/English](#))
 - a [request to publish an announcement in Public Information Bulletin](#) of the Ministry of Science & Higher Education (BIP MNiSW)
 - a [request to publish an announcement on EURAXESS website](#).
- ⇒ After the recruitment process, the Recruiter:
 - fills in a [survey](#)
 - submits to the HR Department a request to the Director to employ a successful candidate, attaching a copy of the recruitment protocol and the statement ([Polish](#) / [English](#)) about completing the abovementioned survey .

Competition proceedings for the position financed from external funds may be carried out according to different principles from those specified above, if requested by the funding institution.

COMPETITION COMMITTEE



Statutory funds

The Director appoints the Competition Committee. It is composed of:

- the Deputy Director for scientific affairs (the Chairman)
- two members of the Scientific Council holding a title of a professor
- the leader of a recruiting team
- optional - other Institute employees, external experts.

External funds

The Competition Committee is also appointed by the Director but its composition is different, i.e.:

- the Project Manager,
- two researchers with an expertise in the given research field.

The Competition Committee must include a min. 1/3 representation of each gender.

ANNOUNCEMENT

The announcement of competition includes:

- the recruitment number assigned by the Data Protection Inspector and the request to include this number in the heading of an e-mail of an applicant
- an indication of the organisation and the recruiting unit
- logos of IPC PAS and "HR Excellence in Research" award
- a logo of the funder
- the deadline for the submission of the applications of and a list of required documents
- the expected date of announcing the results of the competition
- a number and a title of the project
- the announcement date
- the name of the project manager
- information on the source of funding
- a period of employment
- a starting date of the employment
- a number of vacancies
- the name of the position and its definition in the meaning of the grant agreement
- the name of the position and job description
- scientific profile of a candidate (in pursuance of the [R1-R4 classification](#))
- tasks and responsibilities of a winner of the competition
- a list of the required and desirable competencies
- criteria for evaluating candidates
- offered employment conditions
- career development prospects at IPC PAS
- information on the possibility to appeal against negative results
- information on processing of candidate's personal data for the purpose of the recruitment
- a link to a document governing the proceedings
- a link to the [employment policy of IPC PAS](#)
- a link to the [General Rules Governing Competitions for Research Posts](#)
- a request to send documents only in electronic form to the e-mail address: rekutacja@ichf.edu.pl
- information on the possibility of inviting a candidate to publicly present their research results during the seminar

Competition under statutory & external funds	Competition under external funds (NCN)	Competition under statutory funds
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DOCUMENTS REQUIRED *from the candidate*

- Curriculum Vitae incl. contact details
- Letter of motivation, containing information about scientific interests, past achievements, participation in research projects and candidate's own research plans,

If applicable:

- A list of publications, patent applications, patents, implementations, research projects from the last 5 years of the candidate's research career (after deduction of career breaks in research work),
- Number of citations of publications without self-citations, the Hirsch index and number of years worked effectively in science (after deduction of career breaks in research work),
- A list of research projects (including application projects), which were headed by a candidate or where they were main researchers and 1-3 major publications which were a result of the implementation of this project, or other tangible results of the project,
- At least one opinion of an independent researcher, a specialist in the field indicated in the announcement of competition.

Additionally for statutory funds:

- Declaration of a candidate that they have become acquainted with the General Rules Governing Competitions for Research Posts at IPC PAS.

ASSESSMENT OF CANDIDATES

Statutory funds

- ⇒ Candidates are assessed on the basis of the submitted documents.
- ⇒ If any candidate submits an incomplete application, the Competition Committee should request from the candidate to supplement the application within seven days.
- ⇒ The Competition Committee may invite all or only selected candidates for an interview or to publicly present the results of their research during a seminar.
- ⇒ The candidate is assessed against the following criteria:
 - creativity (the quality and the number of scientific publications in which the candidate is the first author, corresponding or significant author and patent applications, patents and/or implementation),
 - mobility (research internships, change in the scientific profile, internships and work in industry),
 - the number of citations of publications, especially those in which the candidate is the first author, corresponding or significant author,
 - creativity (the quality and the number of research projects led and publications arising from these projects),
 - the opinion of the Team Leader of the corresponding research group,
 - additional criteria specified in the announcement

The candidate's achievements are converted into effective years of pursuing research work.

External funds

The assessment of a candidate for a post financed from external funds is carried out in accordance with the grant documentation and the assessment criteria indicated therein, about which the candidate is informed in the announcement.

Before starting an assessment of the candidates under a given competition, members of the Competition Committee should confirm their objectivity and impartiality, and declare a lack of conflict of interest in relation to the candidates.

Declaration: [Polish](#), [English](#)

After assessing all of the candidates, the Competition Committee draws up a ranking list.

The Committee gives feedback information to the candidates who received negative opinions, in particular informing them of the weak and strong points of their applications.

The Director makes a final decision and announces the results of the competition in the Public Information Bulletin of the Minister of Science & Higher Education, and on the website of IPC PAS.

The Director also informs the candidates, who received positive opinions from the Competition Committee but were not selected for the position, about the reasons for their non-employment.

EXCEPTIONS FROM THE RULES

- ⇒ Competition is not carried out in the case of employment for a fixed term of a researcher:
 - directed to work under a contract with a foreign scientific institution;
 - for the same position, if the previous employment contract was concluded for a period of not less than three years.
- ⇒ Competition for a post financed from external funds can be carried out according to different rules from 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.

APPEAL PROCEDURE

Candidates not selected for the employment **have the right to appeal against the results of the evaluation**.

The appeal should be lodged to the Director of IPC PAS within 7 days from the date of receipt of the information of the rejection of the candidate.

Feedback information sent by the Competition Committee / the Director should inform as well about the right to appeal against the results of evaluation and specifies the e-mail for the appeal and the deadline for its launch.

The decision of IPC Director is final.

General Regulations

[Polish version](#)

[English version](#)

Organization:

Institute of Physical Chemistry PAS

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