

Dear Doctoral Student,

Welcome to the Institute of Physical Chemistry of the PAS! We would like to share with you information about the common values of the ICChF community and get you acquainted with some rules & procedures regulating work at ICChF.

In particular, this document includes:

- [a list of our values;](#)
- [a summary of major acts of local law \(incl. organizational provisions\);](#)
- [important information;](#)
- [list of specialist laboratories operating at ICChF;](#)
- [list of consultation, appeal & decision-making bodies in ICChF;](#)
- [communication channels;](#)
- [employment policy of the ICChF;](#)

If you have any questions do not hesitate to ask our administration staff, in particular persons indicated in this document, or your direct superior (research team leaders/ supervisor/ ICChF Director).

Kind regards,

Dr hab. Adam Kubas, prof. ICChF  
Director of ICChF

## Our values

**COMMON VALUES:** The society of IChF shares common principles and values, particularly those underlying the [European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers](#). We act as ambassadors of IChF, in particular, while dealing externally. We operate in a professional manner that fosters the reputation of the Institute.

**GOOD PRACTICE AND RESPONSIBILITY:** Work safely, healthily and responsibly comes first and foremost. The employees of IChF seek advice when the law requirements regarding research or good research practice appear unclear.

**CAREER DEVELOPMENT:** The career development of our research staff is within our concern. We strive to create conditions favouring the start of the careers of research staff through various measures (i.e. extending the employment period of junior research staff after defending PhD thesis aimed at postdoc or job search).

**FAIR TREATMENT:** The employees of IChF treat each other with dignity, fairness and respect. We take all measures to fight harassment and any form of discrimination in the workplace. We respect our obligations to our colleagues and the employer.

**TUTORING AND MENTORING:** IChF expects team leaders, supervisors and research advisors (Tutors) to be models of the highest standards of behaviour, especially regarding ethical standards. The IChF Tutors are committed to motivating junior research staff, providing feedback and exchanging knowledge & experience with them. With the support of IChF, the Tutors make an effort to advise junior research staff on career development and assist with job placement.

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## Major acts of local law

REGULATIONS OF THE WARSAW PHD SCHOOL IN NATURAL AND BIOMEDICAL SCIENCES [WARSAW-4-PHD] define the organization of doctoral education at the Warsaw School of Doctoral Studies in Natural and Biomedical Sciences [Warsaw-4-PhD], including in particular:

- ✓ composition and competencies of the Programme Board
- ✓ organization of the academic year
- ✓ procedure for appointing a supervisor
- ✓ method of documenting the course of education
- ✓ procedure for conducting mid-term evaluation
- ✓ conditions for extending the deadline for submitting the doctoral dissertation and conditions for completing the Doctoral School
- ✓ rights and obligations of a doctoral student
- ✓ conditions for receiving and the minimum amount of doctoral scholarship.

**Contact person:** Head of the Programme Board Members at Warsaw-4-PhD – prof. dr hab. Robert Kolos

ICHF REGULATIONS ON THE MANAGEMENT OF COPYRIGHT AND RELATED RIGHTS, INDUSTRIAL PROPERTY RIGHTS AND THE PRINCIPLES OF COMMERCIALISATION OF THE RESULTS OF RESEARCH AND DEVELOPMENT:

- ✓ set general principles concerning the intellectual property at IChF
- ✓ set register of industrial and intellectual property, indicate the person responsible for registering property, proxy managing this register and scope of information included in the register
- ✓ demonstrate methods of commercialisation of R&D results and know-how of IChF
- ✓ set rules for the protection of industrial property rights and remuneration of creators

**Contact person:** Proxy for intellectual property – Piotr Cwalina

ICHF RULES OF HOLDING FOREIGN BUSINESS TRIPS define conditions of holding business trips abroad for scientific, teaching, or training purposes or aimed at direct execution of professional duties by IChF employees, PhD students or others at the host's headquarters. The business trip requires the prior consent of the IChF Director ([signed application for a business trip abroad](#)) and obtaining paid or unpaid leave. The HR Dept. handles formalities related to the business trip.

**Contact person:** Małgorzata Pińkowska

MOBILITY UNDER ERASMUS+ PROGRAMME: The Erasmus+ programme offers the opportunity to improve professional qualifications by participating in short, maximum 7-day trips abroad (training, workshops, courses, internships) to the European Union countries or Norway. The trip must be directly related to the professional duties of the participating person.

In addition, IChF doctoral students can take advantage of a minimum 2-month mobility for an internship/apprenticeship or a minimum 3-month mobility to study at another foreign research institution participating in the Erasmus+ programme. Both the internship and study abroad cannot last longer than 12 months.

All IChF employees and the PhD students pursuing doctoral studies at IChF can apply for the Erasmus+

programme. Applications to the programme are accepted throughout the year but no longer than until the allocated funds are depleted. If you want to participate in the programme, email [akapuscinskabernatek@ichf.edu.pl](mailto:akapuscinskabernatek@ichf.edu.pl) to learn about the availability of funds for mobility. Once confirmation is received that the funds have not been exhausted, you should submit a standard application for a foreign business trip to the HR Dept.

After the Director of IChF approves the business trip application, send a scanned copy of the accepted application to the abovementioned email address. In response, you will receive the necessary documents to fill out, including the ERASMUS+ programme participation form and the agreement. All travel-related formalities must be completed at least one month before the planned mobility start date. If there are more applications than the allocated budget can accommodate, priority will be given to individuals who have not previously participated in this programme.

**Contact person: Coordinator of the Erasmus+ Programme – Aleksandra Kapuścińska-Bernatek**

**RULES FOR MAKING PURCHASES** are described in detail in the following documents:

- ✓ Regulations on the framework procedures for awarding public contracts with an estimated value not exceeding the equivalent of PLN 130,000 and supplies or services used exclusively for research, experimental, scientific or development purposes with a value less than the amounts specified under Article 3, paragraph 1 of the PPL Act on the basis of Article 11, paragraph 5, item 1 of the Public Procurement Law, as well as for contracts performed under projects financed from the European Regional Development Fund (ERDF), European Social Fund (ESF) & Cohesion Fund (CF)
- ✓ Public Procurement Law (generally, for purchases exceeding PLN 130,000).

Before making a purchase, the employee estimates the value of the purchase in the Gardens ERP system. Once the estimation is approved, the employee submits a purchase order in the Gardens ERP system, attaching a minimum of two offers. After obtaining approval for the purchase request from the IChF Director and the Chief Accountant, together with the information about procurement mode (ordinary purchase or tender), the employee can proceed with the purchase according to the indicated procurement mode. In the case of ordinary purchases, the initially attached offers are sufficient to proceed with the purchase. In a tendering procedure, the employee must submit a purchase order description, recommended evaluation criteria, and source of financing following instructions provided in the Gardens ERP system.

After completing the purchase, the employee submits the invoice to the IChF Secretariat [in person - room no. 27, the Administration Building or by email: [faktury@ichf.edu.pl](mailto:faktury@ichf.edu.pl)] for its registration in the Gardens ERP system. Subsequently, the employee approves the invoice in the Gardens ERP system, indicating the source of financing, budget item number (ID), and purchase order number, completes the invoice description and attaches the acceptance protocol. As a rule, IChF does not accept advance payments for the supply of goods and services.

Detailed instructions on submitting estimates and purchase orders through the Gardens ERP system are available in [Instructional Videos](#).

**Contact persons:**

- **Purchasing Specialist - Michał Gogacz**
- **Specialist for tenders - Aleksandra Kapuścińska-Bernatek, Piotr Cwalina, Agata Banaszek**
- **Specialist for IT tenders - Aleksandra Kapuścińska-Bernatek, Agata Banaszek**

**REGULATIONS FOR AWARDING FINANCIAL AID BENEFITS TO DOCTORAL STUDENTS OF THE INTERNATIONAL DOCTORAL STUDIES AT ICChF:**

Doctoral students under the International Doctoral Studies may apply for financial aid benefits such as:

- ✓ need-based scholarship
- ✓ special scholarship for disabled students
- ✓ special assistance grant
- ✓ scholarship for the best doctoral student

**Contact person: Agnieszka Pietrzyk-Le**

## Important information for Warsaw-4-PhD Students

### MID-TERM EVALUATION

Mid-term evaluation is a standard element in doctoral education and is conducted at the mid-point of the period of education. The purpose of this assessment is to check **whether the doctoral student is actively working on their doctoral project and making progress in the implementation of their individual research plan.**

So if you have been working on your project, you have no reason to fear the results of such an evaluation. Furthermore, it is in the best interest of every supervisor to have their doctoral candidates receive a positive evaluation result in order to have the opportunity to mentor future doctoral students.

**A three-member committee** is appointed to conduct the mid-term evaluation. **A representative from the Doctoral Student Council of IChF typically participates in the evaluation as an observer.** The PhD Student Council representative supports doctoral candidates and ensures that the evaluation is conducted fairly. The committee reviews the submitted mid-term report, specifically assessing the student's research achievements to date and the implementation of the individual research plan. They also hold a discussion with the doctoral student regarding progress in carrying out the individual research plan, encountered challenges, and future prospects for plan completion.

**A positive mid-term evaluation result is associated with an increase in the minimum monthly doctoral scholarship, ranging from 37% to 57% of a professor's salary.** In 2023, the basic scholarship rate is therefore 2,667.70 PLN and, as a result of a positive midterm evaluation, it increases to 4,109.70 PLN per month. This is yet another reason why you should not fear midterm evaluations but rather look forward to them.

**Contact person: prof. dr hab. Robert Kołos.**

### INFORMATION ABOUT HEALTH INSURANCE

**Doctoral students with Polish citizenship:** up to the age of 26, they can be covered by their parents' insurance. If they are not enrolled for insurance by their parents or if they have reached the age of 26, the doctoral student's insurance can be taken over by the Doctoral School, provided that they do not have insurance from another source.

**Doctoral students who do not have Polish citizenship:**

- ✓ EU PhD students can use medical services in Poland on the basis of the European Health Insurance Card EHIC, and if they do not have insurance in their country of origin, they can be insured by the Doctoral School under the same conditions as Poles (it is necessary to submit an [application](#) to the Payroll Department at IChF, room 26 to Mrs. Anna Kucharska)
- ✓ Doctoral students from outside the European Union are required to conclude a voluntary health insurance agreement with the National Health Fund (NFZ) or purchase medical treatment insurance in Poland from any insurance company of their choice. **Having health insurance is mandatory.** An application for voluntary health insurance should be submitted to the NFZ branch. The address of the Mazovian Voivodeship NFZ Regional Branch is 8 Tytusa Chałubińskiego Street in Warsaw. At the bottom of this [page](#), you will find information in English on the documents required to apply for

voluntary health insurance. The voluntary health insurance rate is 55,80 zloty per month. It is paid by the doctoral student via a bank transfer to the account specified in the agreement with the NFZ.

**Osoba do kontaktu:** Anna Kucharska [[akucharska@ichf.edu.pl](mailto:akucharska@ichf.edu.pl)]

#### LEAVE OF ABSENCE FROM THE COURSE OF EDUCATION AND SUSPENSION OF EDUCATION

A doctoral student can apply for:

- **leave from education** for a period not exceeding 1 year - in this case, the doctoral scholarship is suspended during the leave period.
- **suspension of education** for the duration of maternity, paternity, or parental leave - in this case, the scholarship payment continues during the suspension period and the submission deadline for the dissertation shall be extended, as appropriate, by the period of suspension.

[The application](#) for a leave of absence or for the suspension of education for the duration of maternity, paternity, or parental leave should be submitted to the Secretariat for Doctoral School at ICChF.

## Specialist Laboratories

**The Corps of Engineers** is a group of specialised laboratories located at IChF. These laboratories have a wide range of specialised equipment and experimental techniques that any IChF scientific staff member can use. The Corps of Engineers consists of experienced scientific and technical personnel (a team of 24 specialists) responsible for the maintenance of the equipment.

The Corps of Engineers also organises training workshops dedicated to specific measurement techniques the laboratories offer. Any employee of IChF can participate in such a workshop and receive training on operating specific equipment. Afterwards, with the laboratory manager's approval, they can use the equipment for their scientific purposes. Furthermore, the Corps of Engineers provides services beyond the Institute by offering various measurements and sample analyses to other scientific units or companies, including those related to medicine or pharmacology.

Below and on the website: <https://ichf.edu.pl/en/laboratories>, there is a list of specialised laboratories that are part of the Corps of Engineers, with contact details for each laboratory's manager:

- ✓ [Laboratory of Chromatographic Analysis](#),  
dr inż. Monika Asztemborska - [masztemborska@ichf.edu.pl](mailto:masztemborska@ichf.edu.pl), 22 343-3296
- ✓ [Laboratory of Specialized Apparatus ZD Chemipan](#),  
mgr inż. Krzysztof Gąsiorowski - [chemipan-director@ichf.edu.pl](mailto:chemipan-director@ichf.edu.pl), 22 632-4513
- ✓ [Laboratory of Molecular Film Investigation \(LMFI\)](#),  
dr Paweł Borowicz - [pborowicz@ichf.edu.pl](mailto:pborowicz@ichf.edu.pl), 22 343-2147
- ✓ [X-Ray Diffraction Laboratory](#),  
dr Roman Luboradzki - [rluboradzki@ichf.edu.pl](mailto:rluboradzki@ichf.edu.pl), 22 343-3225
- ✓ [Laboratory of Microfabrication](#),  
mgr inż. Patryk Adamczuk - [padamczuk@ichf.edu.pl](mailto:padamczuk@ichf.edu.pl), 22 343-3252
- ✓ [Laboratory of NMR Spectroscopy](#),  
dr hab. Piotr Bernatowicz - [pbernatowicz@ichf.edu.pl](mailto:pbernatowicz@ichf.edu.pl), 22 343-3410
- ✓ [Laboratory of Surface Analysis](#),  
dr hab. Inż. Marcin Pisarek - [mpisarek@ichf.edu.pl](mailto:mpisarek@ichf.edu.pl), 22 343-3325
- ✓ [Laboratory for Soft Matter Research](#),  
mgr inż. Agnieszka Wiśniewska - [awisniewska@ichf.edu.pl](mailto:awisniewska@ichf.edu.pl), 22 343-3127
- ✓ [Mechanical Laboratory](#),  
mgr inż. Jacek Woś, [jvos@ichf.edu.pl](mailto:jvos@ichf.edu.pl), 22 343-3392
- ✓ [Laboratory of Scanning Electron Microscopy](#),  
dr inż. Marcin Hołdyński - [mholdynski@ichf.edu.pl](mailto:mholdynski@ichf.edu.pl), 22 343-3276
- ✓ [Specialised Laboratory for Research Equipment & Implementation](#),  
inż. Jakub Zemanek - [jzemanek@ichf.edu.pl](mailto:jzemanek@ichf.edu.pl), 22 343-3372



## [A list of consultation, appeal & decision-making bodies in IChF](#)

### **ICHF DIRECTOR – ADAM KUBAS**

**DEPUTY DIRECTOR OF SCIENTIFIC AFFAIRS – JACEK GREGOROWICZ**

**DEPUTY DIRECTOR OF SCIENTIFIC AFFAIRS – JAN PACZESNY**

**DEPUTY DIRECTOR OF GENERAL AFFAIRS – TADEUSZ PACHOLIK**

[Kontakt: [sekn@ichf.edu.pl](mailto:sekn@ichf.edu.pl), 22 343-3108/ 22 343-3109]

- IChF management and legal representation
- development of scientific and economic programmes; setting a financial plan
- presentation to the Scientific Council requests for opinions and acceptance
- preparation of a draft scheme of the organisational structure of the Institute
- setting executive regulations of the Institute
- development of the rules for evaluation of the activities of IChF organisational units
- appointment and dismissal of managers and leaders and defining their powers and duties
- establishing proxies

[source: “Statutes of IChF”]

### **SCIENTIFIC COUNCIL**

[Kontakt: [sekn-RN@ichf.edu.pl](mailto:sekn-RN@ichf.edu.pl), 22 343-3133]

- current supervision over the activities of the Institute, especially taking care of the high level of its scientific performance and development of people starting a career in research

[source: Act of 30 April 2010 on Polish Academy of Sciences]

### **ICHF COLLEGE**

[Kontakt: Aleksandra Kapuścińska-Bernatek; [abernatek@ichf.edu.pl](mailto:abernatek@ichf.edu.pl), 22 343-3069]

*“Discussing and reviewing issues related to the performance of the basic tasks of the Institute, including:*

- *progress and problems in research,*
- *financial management of the Institute,*
- *the organisation of work at the Institute,*
- *proposals for changes in the organisational structure of the Institute.”*

[excerpt from the “Statutes of IChF”]

### **COMMISSIONERS FOR RESEARCHER’S RIGHTS:**

**ZBIGNIEW KASZKUR** [Kontakt: [zkaszkur@ichf.edu.pl](mailto:zkaszkur@ichf.edu.pl), 22 343-3284]

**OKSANA DANYLYUK** [Kontakt: [odanylyuk@ichf.edu.pl](mailto:odanylyuk@ichf.edu.pl), 22 343-3232]

- advise when dealing with individual complaints or similar applications related to work at IChF, submitted by IChF researchers (incl. PhD students) – when there is no separately appointed body authorised to deal with them, or if separate regulations do not attribute such power to a third party



**ICChF**

Institute of Physical Chemistry PAS



HR EXCELLENCE IN RESEARCH

- participation in resolving the conflicts between researchers and especially between tutors and early stage researchers, including issues concerning intellectual or industrial property rights

**CAREER DEVELOPMENT ADVISORS:**

**ROBERT HOŁYST** [Contact: [rhozyst@ichf.edu.pl](mailto:rhozyst@ichf.edu.pl), 22 343-3123]

**ROBERT KOŁOS** [Contact: [rkolos@ichf.edu.pl](mailto:rkolos@ichf.edu.pl), 22 343-3284]

**EMILIA WITKOWSKA-NERY** [Contact: [ewitkowskanery@ichf.edu.pl](mailto:ewitkowskanery@ichf.edu.pl), 22 343-3306]

- advise & support doctoral students and other scientific employees in making decisions on the development of their careers, including job applications and choosing postdoctoral appointments

**SUPPORT FOR FOREIGNERS – ALEKSANDRA KAPUŚCIŃSKA-BERNATEK**

[Contact: [abernatek@ichf.edu.pl](mailto:abernatek@ichf.edu.pl), 22 343-3069]

- support in the stay legalisation in Poland (resident card, insurance, tax, EKUZ card)
- management of flats being at the disposal of the Institute

**POLISH LANGUAGE LESSONS – AGNIESZKA PIETRZYK-LE** [Contact: [apietrzyk@ichf.edu.pl](mailto:apietrzyk@ichf.edu.pl), 22 343-3151]

**ANTI-DISCRIMINATION COMMISSION:** Patrycja Nitoń - chairwoman, Karina Kwapiszewska, Wojciech Juszczyk  
[Contact: [pniton@ichf.edu.pl](mailto:pniton@ichf.edu.pl)]

The tasks of the commission include:

- investigating cases of discrimination
- conducting activities aimed at understanding the extent of discrimination within the Institute and organising educational initiatives on manifestations of discrimination, potential consequences, legal implications, and methods to counteract such behaviours
- providing opinions on regulations implemented within the Institute to avoid discriminatory provisions

**TRADE UNIONS: NSZZ „SOLIDARNOŚĆ” – WOJCIECH JUSZCZYK, PRESIDENT OF NSZZ „SOLIDARNOŚĆ” AT ICChF**

[Contact: [wjuszczuk@ichf.edu.pl](mailto:wjuszczuk@ichf.edu.pl), 22 343-3417]

*„The Union's objectives are to defend the rights, dignity and employees' interests of the members and in particular to:*

- *guarantee workers' rights in the areas of employment, remuneration, living and workplace health and safety conditions*
- *fight unemployment and assist unemployed Union members*
- *guarantee employees the right to improve their vocational qualifications*
- *protect the health, material, social, and cultural interests of its members and their families*
- *undertake efforts through social dialogue to harmonise proper enterprise management with workers' interests*
- *influence economic and social policies*
- *promote democracy and protect universal humane ideas*

- *foster an active patriotic attitude*
- *act for disabled people and those in need of special care*
- *strengthen the family and protect family life*
- *cooperate with international organisations in the scope of protection of human and trade union rights and dignity*
- *protect culture and education in a broad sense*
- *undertake environmental protection initiatives*
- *represent workers' interests on the international forums".*

[NSZZ "Solidarność" webpage: <http://www.solidarnosc.org.pl/en/about/objectives>]

**PHD STUDENTS' SELF-GOVERNMENT: KATARZYNA DUSIŁO - CHAIRWOMAN, ARIBA AZIZ, AMIT PATEL.**

[Contact: [kedusilo@ichf.edu.pl](mailto:kedusilo@ichf.edu.pl), [aariba@ichf.edu.pl](mailto:aariba@ichf.edu.pl), [apatel@ichf.edu.pl](mailto:apatel@ichf.edu.pl)]

- representation of the society of PhD students
- acting in the field of student affairs, including care for social living and cultural conditions of PhD students
- development and promotion of PhD students' ethics code
- allocation of funds for PhD students obtained from IChF

[source: Act of 27 July 2005 on Law of Higher Education]]

**DISCIPLINARY COMMISSIONER FOR THE PHD - WOJCIECH GÓZDŹ**

[Contact: [wgozdz@ichf.edu.pl](mailto:wgozdz@ichf.edu.pl), 22 343-3242]

- initiates disciplinary proceedings concerning the PhD students, acting on behalf of the Director

## Communication channels

- IChF webpage: <https://ichf.edu.pl/> and Intranet
- newsletter sent to all IChF employees every Friday referring to grant calls, scholarships, contests or job vacancies for researchers, etc.
- direct contact: [address book](#) on IChF Intranet
- contact with the IChF Directors: [sekn@ichf.edu.pl](mailto:sekn@ichf.edu.pl), 22 343-3108/ 22 343-3109
- office hours of the Secretariat for International Doctoral Studies & Warsaw-4-PhD School at IChF:

**Danuta Dudek, Joanna Wiszniowska, Agnieszka Pietrzyk-Le** [room no. 40-41]      Mon - Fri: 9.00 - 12.00

- office hours for Support for Foreigners (stay legalisation, flats at the Institute's disposal):

**Aleksandra Kapuścińska-Bernatek** [room no. 38]      Mon - Fri: 9.30 - 12.00

## The employment policy of the Institute of Physical Chemistry PAS

The community of the Institute of Physical Chemistry PAS (IChF / the Institute) recognise values underlying the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, believing that the success of the Institute depends on the talent and performance of dedicated employees. Therefore, to create an environment favouring skilful scientists and raise our performance, IChF has decided to adopt the following employment policy:

**EQUAL TREATMENT:** Admission to IChF is preceded by merit-based selection. IChF is an equal opportunity employer and accepts applications without discrimination on the grounds of age, race, political and/or religious beliefs, sex or sexual orientation, marital and/or family status and regardless of any disability. We apply this principle to each stage of human resources management. Reputation-based selection does not stay in line with our standards.

**TRANSPARENCY AND FEEDBACK:** We understand that the prerequisite for equal treatment is transparent, competitive and open selection. Therefore, rules for recruitment proceedings are publicly available, including selection criteria, description of required knowledge and skills, working conditions, and development prospects. We appreciate the effort taken by the candidates to join IChF and treat them with respect, in particular, letting them supplement incomplete applications and acknowledging them with the strengths and weaknesses of their applications.

**VALUE OF MOBILITY AND DIFFERENTIATED EXPERIENCE:** In recruitment proceedings, IChF welcomes all candidates fulfilling entry criteria, and favours differentiated experience. We acknowledge that a diversified environment inspires good research. Therefore, we value mobility experience, professional records in other sectors (e.g. industry) or different disciplines, and various skills (e.g. creativity, independence, teamwork & research management capacity, tutoring & knowledge transfer experience). We accept variations in chronological order of CVs, including career breaks, as potentially valuable contributions to a candidate's professional development. To guarantee fair evaluation of all candidates, IChF appoints a Selection Committee comprising members of diverse expertise and competencies, representatives of both sexes. We work together and cooperate across countries, cultures and sectors to do better research.