

REGULATION ON EMPLOYMENT IN SCIENTIFIC POSITIONS AT MMRI PAS

(Based on the Act of 20 July 2018 – Law on Higher Education and Science and the Act of 30 April 2010 on the Polish Academy of Sciences)

CHAPTER I: GENERAL PROVISIONS

1. This Regulation apply to the following research positions:
 - a. **research assistant** (*asystent*);
 - b. **assistant professor** (*adiunkt*);
 - c. **associate professor** (*profesor instytutu*);
 - d. **professor** (*profesor*).
2. Employees in research positions are appointed, promoted, and dismissed by the Director, who follows the MMRI requirements for candidates for specific research positions (see Chapters II, III, and IV), provided that:
 - a. employment in a research position of a person who currently is not a researcher at MMRI shall be preceded by a competition process (see Chapter VI);
 - b. the extension of an employment contract, promotion, and dismissal of currently employed researchers of MMRI requires obtaining the opinion of the with the Scientific Staff Committee (*Komisja ds. Kadry Naukowej* – KdsKN).
3. The competition procedure does not apply to the fixed-term employment of a researcher who is:
 - a. seconded to work on the basis of an agreement concluded with a foreign scientific institution;
 - b. employed for the duration of a project covering scientific research or development work, funded through a competition from financial resources for higher education and science, or from financial resources coming from the European Union budget, from non-repayable funds from assistance granted by member states of the European Free Trade Association (EFTA), or from other non-repayable foreign sources;
 - c. employed in the same position, if the previous employment contract was concluded for a period of not less than three years.

In these cases, candidates for individual research positions should, however, meet the requirements listed below (see Sec. II, item 1; Sec. III, item 1; Sec. IV, item 1). The final decision on employment and its form is made by the Director after seeking the opinion of the KdsKN.

4. The recruitment process for research positions at the Institute is open (accessible to a wide range of qualified candidates from Poland and abroad), transparent (based on clear, accessible rules that remain unchanged during the procedure), and merit-based (oriented towards selecting the best candidate based on a multidimensional and qualitative assessment of their achievements), in line with the implemented principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (HRS4R) – the OTM-R Policy.

The above principles apply to all categories of researchers, according to European career profiles:

- a. **R1** (First Stage Researcher / *początkujący naukowiec*),
- b. **R2** (Recognized Researcher / *uznany naukowiec*),

- c. **R3** (Established Researcher / *doświadczony naukowiec*), and
- d. **R4** (Leading Researcher / *wiodący naukowiec*).

CHAPTER II: REQUIREMENTS FOR CANDIDATES FOR THE POSITION OF A RESEARCH ASSISTANT

1. Employment in the position of a research assistant requires a competition (excluding the situations described in Sec. I, item 3), held by a competition committee appointed for this purpose, which consists of two stages:
Stage I – formal and substantive assessment on the basis of the submitted documents;
Stage II – an interview with selected candidates.
2. Eligibility to participate in the competition requires holding a master's degree or an equivalent degree.
3. Candidates for employment in the position of a research assistant shall submit electronically:
 - a. a cover letter including information on the candidate's scientific interests;
 - b. a CV including education, scientific achievements, and previous employment;
 - c. a list of publications;
 - d. a copy of a diploma certifying the possession of the required professional title or scientific degree;
 - e. documents confirming the fulfillment of any other requirements specified in the announcement of the competition for the position of a research assistant.
4. Subject to the candidate's previous employment history, the first contract for the position of research assistant is concluded for a fixed term.
5. The extension of a research assistant's employment does not require a competition procedure.
6. A person seeking an extension of employment in the position of a research assistant presents to the Director an application from the head of the unit in which they are employed.
7. The final decision on the extension of employment in the position of a research assistant and on its form is made by the Director after seeking the opinion of the KdsKN.

CHAPTER III: REQUIREMENTS FOR CANDIDATES FOR THE POSITION OF ASSISTANT PROFESSOR

1. Employment in the position of an assistant professor of a person who is not currently employed in a research position at MMRI requires a competition (excluding the situations described in Sec. I, item 3), held by a competition committee appointed for this purpose, which consists of two stages:
Stage I – formal and substantive assessment on the basis of the submitted documents;
Stage II – an interview with selected candidates.

2. Eligibility to participate in the competition or to be promoted to the position of assistant professor, in the case of a person currently employed at MMRI as a research assistant, requires:
 - a. holding at least a scientific degree of PhD (*doktor*);
 - b. having at least 2 original scientific publications in scientific journals from JCR list, including at least one where the candidate is the first author, equivalent first author, or corresponding author, published after obtaining the PhD degree and not containing results included in the PhD dissertation.
3. Candidates for employment in the position of an assistant professor shall submit electronically:
 - a. a cover letter;
 - b. a CV including information on education, scientific achievements, and previous employment;
 - c. a list of publications specifying articles published before the PhD and after the PhD;
 - d. a copy of a diploma certifying the possession of the required scientific degree;
 - e. documents confirming the fulfillment of any other requirements specified in the announcement of the competition for the position of an assistant professor.
4. Subject to the candidate's previous employment history, the first contract for the position of assistant professor is concluded for a fixed term.
5. Concluding a subsequent contract(s) for the position of an assistant professor does not require a competition procedure, but the condition for the extension of employment is obtaining a positive opinion from the head of the unit in which the assistant professor is employed or in which they will be employed after the extension. The final decision on the extension of employment in the position of an assistant professor and its form is made by the Director after seeking the opinion of the KdsKN.
6. A candidate for promotion to the position of an assistant professor at MMRI who is currently employed in a research position at MMRI submits to the Director an application from the head of the unit in which they are employed or in which they will be employed after the extension, along with the documents listed in item 3. An exception is a situation where the candidate himself is the head of the unit, in which case he presents to the Director an application for promotion and the documents mentioned in item 3 only.

CHAPTER IV: REQUIREMENTS FOR CANDIDATES FOR THE POSITION OF ASSOCIATE PROFESSOR

1. Employment in the position of an associate professor of a person who is not currently employed in a research position at MMRI requires a competition (excluding the situations described in Sec. I, item 3), held by a competition committee appointed for this purpose, which consists of two stages:
Stage I – formal and substantive assessment on the basis of the submitted documents;
Stage II – an interview with selected candidates.
2. Eligibility to participate in the competition or to be promoted to the position of associate professor, in the case of a person currently employed in a scientific position at MMRI, requires:

- a. holding the scientific degree of *doktor habilitowany* or the title of professor; in the case of a person permanently residing abroad – at least a PhD degree, and if MMRI is the second place of work – the title of professor;
 - b. having at least one original article published after submitting the habilitation application in a scientific journal(s) from JCR list, including at least one article where the candidate is the first author, equivalent first author, or corresponding author;
 - c. confirmed effectiveness in obtaining external funding for scientific research;
 - d. prior independent management of a research team or a research project funded from external sources.
3. Candidates for employment in the position of an associate professor shall submit electronically:
 - a. a cover letter;
 - b. a CV including information on education, scientific achievements, and previous employment;
 - c. a list of publications, specifying those published after submitting the habilitation application;
 - d. a copy of a diploma certifying the possession of a PhD degree, *doktor habilitowany* degree, or the title of professor;
 - e. documents confirming the fulfillment of any other requirements specified in the announcement of the competition for the position of an associate professor.
4. Subject to the candidate's previous employment history, the first contract for the position of associate professor is concluded for a fixed term.
5. Concluding a subsequent contract(s) for the position of an associate professor does not require a competition procedure. The final decision on the extension of employment in the position of an associate professor and its form is made by the Director after seeking the opinion of the KdsKN.
6. A candidate for promotion to the position of an associate professor who is currently employed in a research position at MMRI presents to the Director an application from the head of the unit in which they are employed or in which they will be employed after the extension, along with the documents mentioned in item 3. An exception is a situation where the candidate himself is the head of the unit, in which case he presents to the Director an application for promotion and the documents listed in item 3 only.

CHAPTER V: EMPLOYMENT IN THE POSITION OF PROFESSOR

1. Only a holder of the academic title of professor may be employed in the position of professor on the basis of an appointment made by the President of the Polish Academy of Sciences (PAS).
2. After obtaining the opinion of the Scientific Council, the Director submits an application to the President of PAS for appointing an employee who has received the academic title of professor to the position of professor at MMRI.
3. After the expiry of the appointment period or upon the termination of the employment relationship of the appointed professor, they may, in substantively justified cases, be employed in the position of a professor of the Institute on the basis of an application submitted to the Director prior to the expiry of the appointment period. The decision on employment and its form

is made by the Director after seeking the opinion of the KdsKN. In such a case, employment does not require a competition procedure (see Sec. I, item 3c).

4. Candidates for employment in the position of a professor of the Institute in the situation described in item 3 shall submit electronically:
 - a. a cover letter;
 - b. a scientific CV;
 - c. a list of publications.

CHAPTER VI: PROCEDURE OF COMPETITIONS FOR RESEARCH POSITIONS

1. A competition for a research position at the Institute is announced by the Director:
 - a. on the Director's own initiative, or
 - b. after favorable consideration of an application submitted by the head of the organizational unit in which the researcher is to be employed, which contains a justification of the need to employ a person in a research position and indicates the method of financing the new employee – from external sources and/or from MMRI funds.
2. The Director announces the competition by publishing an announcement in Polish and English:
 - a. in the Public Information Bulletin of the Ministry of Education and Science;
 - b. on the European Commission's website in the European portal for mobile researchers intended for the publication of job offers for researchers (EURAXESS Jobs) using templates strictly adapted to OTM-R standards;
 - c. on the website of the Institute, and
 - d. in other places, depending on the need or requirements of the entity funding the project to which the recruitment applies (if applicable).
3. The competition announcement should include information on:
 - a. the name of the organizational unit in which the employee is to be employed;
 - b. the research position being the subject of the competition along with the scope of duties;
 - c. the specification of the position profile according to the EU classification (R1–R4);
 - d. the requirements for candidates – necessary and desirable;
 - e. the scientific research in which the candidate would participate (brief description);
 - f. the offered working conditions, including the right to professional development, training, access to research infrastructure, and non-wage benefits;
 - g. the required documents as well as the place and deadline for their submission (minimum 14 days for submitting applications from the date of publication of the announcement, unless the regulations of external projects state otherwise);
 - h. the expected date on which the competition will be adjudicated;

- i. the expected date of establishing the employment relationship with the selected candidate;
 - j. a description of the planned selection process and the assessment methodology;
 - k. a link to the “Regulation on employment in scientific positions at MMRI PAS”.
- 4. The competition for the positions of a research assistant and an assistant professor is held by a competition committee appointed by the Director, which is composed of:
 - a. the deputy or another representative appointed by the Director, as the chairperson of the committee;
 - b. the chairperson of the KdsKN or another representative thereof;
 - c. the head of the organizational unit applying for employment or a representative of this unit indicated by them, or a person appointed by the Director from among independent researchers of MMRI (in case the head of the unit applies for the given position).
- 5. The competition for the position of an associate professor is held by a committee appointed by the Director, composed of:
 - a. the Director or a deputy appointed by the Director or another representative of the Management holding the academic title of professor – as the chairperson of the committee;
 - b. the chairperson of the KdsKN or its representative holding at least the degree of *doktor habilitowany*;
 - c. a person with the title of professor, employed at MMRI, representing the same or a related scientific discipline as the candidate;
 - d. the head of the organizational unit (provided that the head of the unit is not one of the candidates).

An administrative employee of MMRI PAS also participates in the meetings of the committee, without voting rights and takes minutes of the committee's meetings.

- 6. When appointing the competition committees referred to in items 4 and 5, efforts shall be made to ensure balanced gender representation. A deviation from this principle is permissible only in the absence of staff with appropriate scientific competence in a given discipline within the Institute.
- 7. A person who is a spouse, relative, or in-law of the person concerned by the competition procedure, or who stands in such a legal or factual relationship with them that it may raise legitimate doubts as to their impartiality, cannot be a member of the competition committee. Members of the committee are required to sign a declaration of no conflict of interest and confidentiality. If such circumstances are revealed after the committee has been appointed, the Director makes a relevant change in its composition; the committee in its new composition may recognize the actions taken by the committee acting in its previous composition as valid.
- 8. The committee establishes a list of candidates who meet the conditions of the competition immediately after the deadline for submitting documents. In justified cases, it requests candidates to supplement their competition documentation. A note of this fact along with the justification is included in the minutes (protocol) of the competition procedure.
- 9. The competition proceedings are conducted even when only one candidate applies.
- 10. The committee:

- a. evaluates candidates in Stage I based on the submitted documents, and in Stage II conducts interviews with the candidates selected in Stage I;
 - b. assesses the candidates' achievements in a qualitative and multidimensional manner, not limiting itself solely to quantitative criteria (such as the number of publications, MEiN/MNiSW points, Impact Factor). The assessment takes into account, among others: creative potential, project management experience, teaching activity, international and intersectoral mobility, technology transfer, and science popularization activities (Open Science);
 - c. excludes from assessment justified breaks in the scientific career (e.g., parental leaves, childcare leaves, long-term sick leaves, or work in industry). Achievements are assessed in relation to the candidate's effective research working time, and non-standard career paths constitute an asset that increases the team's interdisciplinarity;
 - d. prepares and presents to the Director a recommendation to employ the selected candidate or not to employ any of the candidates;
 - e. adopts all recommendations and resolutions in full composition, by secret ballot, by an absolute majority of votes, and draws up minutes (a protocol) of its activities;
 - f. informs each candidate of their competition result electronically within 14 days from the conclusion of the individual stages of the competition.
11. After reviewing the recommendation referred to in item 10d, the Director makes a decision to employ or not to employ the selected candidate and notifies the candidate who won the competition of this decision.
12. Candidates have the right to request from the chairperson of the competition committee information regarding the strengths and weaknesses of their candidacies, as well as access to the content of the committee's resolutions and minutes (protocols).
13. Within 7 days from the date of sending the information referred to in item 10f, each participant of the competition may submit a request (complaint) to the Director of the Institute for the annulment of the competition procedure, in particular in the event of suspected violation of the principles of openness, transparency, or merit-based evaluation. The Director, after obtaining the opinion of an independent body (e.g., KdsKN), reviews the complaint within 14 days. The Director's decision is final. Filing a complaint suspends the procedure for signing the contract with the selected candidate until the complaint has been reviewed.
14. The Director may cancel the competition procedure in the event of:
 - a. revealing, after the conclusion of the competition procedure, that persons referred to in item 7 were appointed to the committee;
 - b. violation of the secrecy of voting;
 - c. in other, justified cases.
15. The establishment of the employment relationship with the selected candidate should take place within 14 days of the decision referred to in item 11. In justified cases, it is permissible to establish the employment relationship at another date agreed upon in writing or electronically between the candidate and the Director. In the event of a request referred to in item 13 being submitted, the establishment of the employment relationship cannot take place before this request is reviewed.
16. In the event that:

- a. the competition is not adjudicated, or
- b. the competition procedure is cancelled, or
- c. the employment date is not agreed upon for reasons attributable to the selected candidate, or
- d. the establishment of the employment relationship does not occur within the agreed period for reasons attributable to the selected candidate,

the Director may announce a new competition, in which candidates who participated in the competition that was not decided and expressed their willingness to apply again may take part.

CHAPTER VII: QUALITY CONTROL, MONITORING AND TRAINING

1. The Institute provides access to information materials and systematic training in the field of OTM-R policy, anti-discrimination, and unconscious bias for employees involved in recruitment processes.
2. In accordance with the implemented policy, the Working Group for the Implementation of HRS4R at MMRI PAS conducts an annual review of recruitment processes to monitor key performance indicators (KPIs), including, among others: the number of international and national applications from outside the Institute, gender statistics, and complaints.

CHAPTER VIII: FINAL PROVISIONS

The above rules and regulations were adopted at the meeting of the Scientific Council of the Mossakowski Medical Research Institute PAS in Warsaw on September 29, 2022, with amendments adopted by the Council on March 23, 2023, and June 29, 2026 .

Chairperson of the Scientific Council

Prof. Małgorzata Skup, PhD, DSc

Director of MMRI PAS

Prof. Leonora Bużańska, MD, PhD, DSc