

STATUTE
OF MOSSAKOWSKI MEDICAL RESEARCH INSTITUTE POLISH
ACADEMY OF SCIENCES IN WARSAW

SECTION 1. GENERAL PROVISIONS

§1

1. Mossakowski Medical Research Institute hereinafter referred to as *The Institute* is a research institute of Polish Academy of Sciences.
2. *The Institute* shall use the following names: Instytut Medycyny Doświadczalnej i Klinicznej im. Mirosława Mossakowskiego Polskiej Akademii Nauk and in the international documents the equivalent name: Mossakowski Medical Research Institute Polish Academy of Sciences shall be used.
3. *The Institute* can use the following abbreviations of its name: IMDiK PAN or MMRI PAS in English.

§2

The Institute operates primarily pursuant to:

1. The Act of 30 April 2010 on Polish Academy of Sciences (Journal of Laws (Dz.U. 96 (619));
2. The Statute of Polish Academy of Sciences which constitutes an Annex to Resolution 8/2010 of General Assembly of Polish Academy of Sciences of 24 November 2010;
3. Resolution 7/83 of the Presidium of Polish Academy of Sciences of 25 October 1983 approved by Prime Minister on 23 December 1983 on the establishment of the Institute of Polish Academy of Sciences under the name of Medical Research Centre Polish Academy of Sciences and Resolution 7/02 of the Presidium of Polish Academy of Sciences of 14 May 2002 on the change of the name of Medical Research Centre Polish Academy of Sciences;
4. This Statute.

STATUTE of the MMRI PAS

§3

1. Warsaw is the seat of *The Institute*.
2. *The Institute* can have its organisational units in other cities in the whole country.
3. *The Institute* has a legal identity.

§4

1. *The Institute* uses a round seal with the national emblem of the Republic of Poland in the centre and the following circumscription: Instytut Medycyny Doswiadczalnej i Klinicznej im. Mirosława Mossakowskiego Polskiej Akademii Nauk
2. In the current activities *The Institute* uses:
 - rectangular stamp which says:
Instytut Medycyny Doswiadczalnej i Klinicznej im. Mirosława Mossakowskiego
Polskiej Akademii Nauk 02-106 Warszawa ul. A. Pawińskiego 5
 - rectangular stamp in English which says: M. Mossakowski Medical Research
Institute Polish Academy of Sciences, 02-106 Warsaw, Poland 5 Pawińskiego St.
 - To validate PhD and habilitated PhD diplomas *the Institute* uses a dry round seal with the national emblem of the Republic of Poland in the centre and the following circumscription: Polska Akademia Nauk; Instytut Medycyny Doswiadczalnej i Klinicznej im. Mirosława Mossakowskiego w Warszawie
3. The emblem of M. Mossakowski Medical Research Institute Polish Academy of Sciences is a graphical symbol of a microscope incorporated in a cross and the following inscription: IMDiK Polska Akademia Nauk (black and white or colour: dark blue CMYK C-100, M-70, Y-0, K-10; dark blue RGB R-2, G-65, B-130; red CMYK C-0, M-100, Y-80, K-0; red RGB R- 218, G-35, B-50) according to the project by Art Line Advertising Agency. The design of the emblem is included in Annex 2 to this Statute.

SECTION 2 THE ACTIVITIES OF THE INSTITUTE

§5

The activities of *the Institute* include conducting scientific research in medical sciences and promotion of the research outcomes.

The activities of *The Institute* may include the cooperation with socio-economic environment pertaining to scientific research and the development aiming at its implementation.

STATUTE of the MMRI PAS

§6

1. *The Institute's* obligations include:

1. conducting research: basic, translational and clinical in medicine, medical biology and pharmacy and promotion of the research results;
2. education of researchers and specialists with specific qualifications;
3. awarding scientific degrees and applying for the appropriate degree to be awarded in accordance with the researcher's qualifications;
4. editorial activity in order to publish scientific papers;
5. performing any other tasks pursuant to the applicable regulations or delegated by the authorities of the Academy.

§7

I. The obligations stipulated in § 6 shall be fulfilled by *the Institute* particularly by:

1. ensuring the conditions for scientific research to be conducted and publishing research outcomes;
2. providing PhD studies and other forms of education;
3. protection of *the Institute's* own and original scientific and technical solutions both in the country and abroad;
4. collaboration with national and foreign research institutions;
5. participation in the structures of the Academy research centres;
6. preparation of expert's reports and opinions on the research issues of *the Institute*;
7. organisation of scientific events (conferences, congresses, symposia etc.)
8. cooperation with the knowledge-promoting institutions within the scientific areas referred to in §6;

II. *The Institute* can:

1. provide courses for medical and other specialists to increase their professional qualifications;
2. offer scientific achievements for their practical application by appropriate research & development institutions and business entities interested in cooperation;
3. create commercial companies involving *the Institute's* capital;
4. undertake any activities needed to carry out the tasks of *the Institute*.

STATUTE of the MMRI PAS

SECTION 3 THE ORGANISATION OF THE INSTITUTE

§8

The authorities of *the Institute* include:

1. the Director
2. the Scientific Council

§ 9

1. The President of Polish Academy of Sciences shall appoint the Director of *the Institute* by way of competition for a 4-year term.
2. The Director shall appoint two Deputy Directors for Scientific Research and the Deputy Director for Administration.
3. The Director shall appoint Deputy Directors for Scientific Research after consulting the Scientific Council.

§ 10

1. The Director's range of activities particularly includes:
 - 1) management of *the Institute* and its external representation,
 - 2) performance of the activities that refer to the employees, pursuant to the Labour Law and reserved for the employer,
 - 3) designing programmes of *the Institute* scientific and economic development in collaboration with the Scientific Council,
 - 4) drawing up a financial plan after consultation with the Scientific Council,
 - 5) presentation, before the Scientific Council, of the projects designs, opinions and conclusions that fall within the range of the Council's activities,
 - 6) designing the organisational structure of *the Institute*,
 - 7) establishing and disbanding internal organisation units of *the Institute*, which are scientific departments and laboratories, after consulting the Scientific Council,
 - 8) appointment in a way of competition and dismissal of the heads of internal organisation units of *the Institute*,
 - 9) providing the *Institute* organisational regulations,
 - 10) compiling work regulations,
 - 11) establishing PhD studies,
 - 12) appointment and dismissal of the head of PhD studies after consulting the Scientific Council,
 - 13) appointing and disbanding admission committee for PhD studies,
 - 14) making decisions on functioning of PhD studies.

STATUT IMDIK PAN

2. The Director manages *the Institute* current activities and is accountable for the *Institute's* financial results and for the management of the Institute's property in compliance with the applicable regulations.
3. The Director announces the competitions for the positions of researchers and heads of research units of *the Institute* and appoints the competition committees in accordance with the proceedings approved by the Scientific Council.
4. The Director appoints the members of the Disciplinary Board in conformity with the adopted proceedings.
5. The declaration of intent is submitted on behalf of *the Institute* by the Director or by the person authorised by the Director.

§ 11

1. The Director can establish advisory and consultative bodies.
2. The composition, range of activities and mode of operation of the bodies referred to in &1 (1) is defined in the Directors decision of their establishment.

§ 12

1. The Scientific Council is composed of 50 persons.
2. The term of the Scientific Council lasts 4 years and begins at the beginning of the calendar year.

§ 13

1. The Scientific Council consists of the following members with a voting right:
 - a. 24 members with the title of a professor or a habilitated doctoral degree (doktor habilitowany) employed full-time at the Institute, elected by the independent researchers,
 - b. 6 members of Polish Academy of Sciences appointed as participants of the Scientific Council by the Division of Medical Sciences of the Polish Academy of Sciences.
 - c. 14 members with the title of a professor or the habilitated doctoral degree (doktor habilitowany), specialists in a variety of study areas, including 10 persons who are not employed at *the Institute* and 4 persons employed part-time at *the Institute*, elected by the persons specified in &13 (a,b),
 - d. 2 members employed full-time at the Institute, elected from the researchers without the title of a professor or a habilitated doctoral degree (doktor habilitowany),
 - e. a representative of PhD students elected in the PhD students' meeting,
 - f. the Director and the Deputy Directors for Scientific Research,

STATUT IMDIK PAN

2. The members of the Scientific Council referred to in § 13 (a,c,d and e) are elected in secret elections, by an absolute majority of votes, with at least 50% of the eligible voters present, at the meetings summoned by the Director of *the Institute*.

§ 14

The number of the Scientific Council members who are not employed at *the Institute* cannot be lower than 15 persons.

§ 15

The Scientific Council shall elect the Chairman of the Council, two Deputies and the Secretary. Neither the Director of the Institute nor the Director Deputies can act as the Chairman of the Council, the two Deputies or the Secretary of the Scientific Council.

§ 16

The appointment of the members of the Scientific Council is made by the Vice-President of Polish Academy of Sciences in charge of the Division of Medical Sciences of the Polish Academy of Sciences or the authorised person.

§ 17

1. The Scientific Council shall supervise the activities of *the Institute* taking particular care of a high standard of research and development of the researchers at any stage of their professional career.
2. The Scientific Council shall in particular:
 - define *the Institute* profile, bearing in mind the world trends in research,
 - approve programmes of research, collaboration with research institutions abroad and editorial activities,
 - approve the Institute's activity reports,
 - evaluate the research activities of the researchers of *the Institute*,
 - supervise the PhD studies,
 - supervise doctoral (PhD) dissertations, habilitation procedures and submit motions to award scientific degrees within scientific areas the Council is entitled to grant degrees in,
 - adopt the Statute of *the Institute* and the Scientific Council Regulations and the amendments thereto,
 - adopt the regulations of the management of copyrights and related rights as well as industrial property rights and the principles of commercialisation of research outcomes and scientific papers,

STATUT IMDIK PAN

- adopts the rules defining *modus operandi* of the competitions for the positions of researchers and heads of research teams,
- appoint a disciplinary spokesperson selected from *the Institute's* employees,
- recommend candidates for members of Polish Academy of Sciences,
- propose candidates for scientific awards,
- adopts resolutions on the affairs that fall within the Council competence pursuant to the Act on Polish Academy of Sciences and the Statute of Polish Academy of Sciences.

§18

The regulations adopted by the Scientific Council shall define its *modus operandi*.

§19

1. The organisational structure of *the Institute* constitutes Annex 1 of the Statute.
2. The internal organisation of *the Institute* is specified by the organisation regulations adopted by the Director.

SECTION 4 THE PhD STUDIES

§20

1. The PhD studies at *the Institute* are provided in the following disciplines: medical biology and medicine, as a full-time 4-year course.
2. The regulation adopted by the Scientific Council defines the PhD studies *modus operandi*.

§21

Upon the commencement of PhD studies, each candidate shall take the following oath: 'Upon the entry into the register of PhD students of M. Mossakowski Medical Research Institute Polish Academy of Sciences, I solemnly swear that I will:

- continually and conscientiously strive to acquire knowledge and new skills,
- conduct research with the utmost care,
- obey the laws and customs of the world of science,
show consideration for the dignity of the doctoral student and the good name of *the Institute*.'

STATUT IMDIK PAN

§22

1. The PhD students appoint their self-government whose mode of operation is defined by the regulations approved by the Scientific Council.
2. Disciplinary affairs of PhD students shall be considered by: the disciplinary committee for PhD students and the disciplinary appeals committee for PhD students.
3. The disciplinary committee for PhD students shall consist of two representatives of the researchers of *the Institute*, two representatives of PhD students and the head of PhD studies.
4. The disciplinary appeals committee for PhD students shall consist of two representatives of the researchers of the Institute, two representatives of PhD students and Deputy Director for Scientific Research.
5. The members representing specific groups of the employees are elected in a secret ballot, by an absolute majority of votes, at the election meeting summoned by the Director of the Institute with at least 50% attendance of the eligible voters. The members-representatives of PhD students shall be appointed by the competent body of the PhD students' self-government.
6. The term of the disciplinary committee for PhD students and the disciplinary appeals committee for PhD students lasts 4 years.
7. The disciplinary committee for PhD students adjudicates in a panel consisting of three members: the head of PhD studies as the chairperson, two members: the researcher of the Institute and PhD students' representative.
8. The disciplinary appeals committee for PhD students adjudicates in a panel consisting of three members: Deputy Director for Scientific Research as the chairperson, two members: the researcher of the Institute and PhD students' representative.
9. The chairperson of the given committee shall designate the formation of the adjudication panel.
10. Specific disciplinary procedures are specified by the applicable provisions of law.

STATUT IMDIK PAN

SECTION 5 THE DISCIPLINARY COMMITTEE

§23

1. The disciplinary committee adjudicates in disciplinary matters pertaining to the researchers and technical assistants of *the Institute* in first-instance proceedings.
2. The disciplinary committee is composed of three members: two researchers with the scientific title of a professor and one representative of the technical assistants of *the Institute*.
3. The members representing specific groups of the employees are elected in a secret ballot, by an absolute majority of votes, at the election meeting summoned by the Director of *the Institute* with at least 50% attendance of the eligible voters.
4. The term of office of the disciplinary committee lasts 4 years.

SECTION 6

FINAL PROVISIONS

§24

1. *The Institute* conducts independent financial management covering the cost of its activity with the allocated budget and off-budget resources.
2. The financial management of the Institute is regulated by separate provisions.

§25

1. The organisation and order of work and the related rights and obligations of the employer and the employee are governed by the work regulations.

§26

These amendments to the Statute were approved by the Scientific Council of *the Institute* on 23 April 2015 upon consultation with the Division of Medical Sciences of the Polish Academy of Sciences on(date) and shall become effective after the approval by the President of Polish Academy of Sciences.

§27

The Statute may be amended in the manner provided for its adoption.

STATUT IMDIK PAN

The Statute of Medical Research Institute Polish Academy of Sciences approved by the President of PAS on 27 May 2013 is thereby repealed.

Stamps and signatures:

Chairman of the Scientific Council MRI PAS

Prof. dr hab. Andrzej Beręsewicz

Director of MRI PAS

Prof. dr hab. n. med. Maria Barcikowska-Kotowicz

Annex:

No 1

Organisational structure of Mossakowski Medical Research Institute Polish Academy of Sciences, approved at the plenary session of the Scientific Council MMRI PAS on 28 May 2015.