

EMPLOYMENT RULES AND REGULATIONS FOR THE POSITION OF THE RESEARCHER IN MMRI

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

1. GENERAL PROVISIONS

1. These Rules and Regulations apply to the following research positions:
 - a. a research assistant,
 - b. an assistant professor,
 - c. a professor of the Institute,
 - d. a professor.
2. The employees in research positions are appointed, promoted and dismissed by the Director who follows the MMRI requirements for the candidates for specific research positions (see: Section 2), provided that:
 - a. employment on the research position of a person who currently is not a researcher at MMRI shall be preceded by the competition process (see: Section 4);
 - b. extension of the employment contract, promotion and dismissal of currently employed researchers of MMRI shall be consulted with the Scientific Staff Committee (Polish: Komisja ds. Kadry Naukowej (KdsKN),
3. For the duration of the implementation of a research project financed from external sources, the Director can employ a non-researcher from outside MMRI without the competition procedure if the person:
 - a. holds a PhD degree,
 - b. has scientific achievements which meet these rules and regulations with regard to particular research positions and
 - c. has obtained a research grant which can fully fund the above-mentioned research project.

2. REQUIREMENTS FOR THE CANDIDATES FOR THE POSITION OF A RESEARCH ASSISTANT

1. The candidates who enter the competition shall have a master's degree (or equivalent) or a PhD degree.
2. Candidates for the position of a research assistant shall submit on paper and electronically:
 - a. a cover letter including the candidate's scientific interests,
 - b. a CV including the education, scientific achievements and previous employment,
 - c. a list of their published papers,
 - d. a copy of a diploma certifying the required title or degree,
 - e. a certificate of the knowledge of English (optional),
 - e. certificates of any other qualifications or skills specified as requirements in the announcement of the competition for the position of a research assistant (optional).
3. The employment on the position of a research assistant shall be preceded by the competition held by the competition committee appointed for the purpose; the competition consists of two stages:
Stage 1: formal and substantive assessment on the basis of the submitted documents,
Stage 2: an interview with selected candidates.
4. If the previous employment permits, the first employment contract with the research assistant is

executed for a specified period of time.

5. Subsequent employment does not require the competition, but the employment contract shall be executed on condition that:
 - a. positive appraisal was obtained by the employee from the superior and KdsKN,
 - b. for research assistants without PhD degree, their work on PhD dissertation is so advanced that the superior and the Committee for PhD and Doctoral Students assess it as bound to be completed within 2 subsequent years.

3. REQUIREMENTS FOR THE CANDIDATES FOR THE POSITION OF ASSISTANT PROFESSOR

1. The candidates who enter the competition for the position of an assistant professor or who are currently employed as research assistants of MMRI who are to be promoted to be an assistant professor shall have:
 - a. at least a PhD degree,
 - b. published at least 2 papers in scientific journals with *impact factor (IF)*, of a total $IF > 6$, including at least one where the candidate is the first author, the equivalent of the first author or a corresponding author, which was post-doctoral publication and did not include the results described in the PhD dissertation,
 - c. completed a minimum 3-month scientific post-doctoral internship in a scientific centre other than MMRI.
2. Candidates for the position of an assistant professor shall submit on paper and electronically:
 - a. a cover letter including the candidate's scientific interests, research conducted in the research centres other than MMRI, independent research activities including participation in scientific papers publication and research grants implementation,
 - b. a CV including the education, scientific achievements and previous employment,
 - c. a list of papers published, specifying the papers published prior to the PhD, papers including PhD research results and post-PhD papers,
 - d. a copy of a diploma certifying the required scientific degree,
 - e. certificates of any other qualifications or skills specified as requirements in the announcement of the competition for the position of an assistant professor.
3. The person who is not currently employed as a researcher of MMRI shall be employed on the position of an assistant professor after the competition held by the competition committee appointed for the purpose; the competition consists of two stages:
Stage 1: formal and substantive assessment on the basis of the submitted documents:
Stage 2: an interview with selected candidates.
4. If the previous employment permits, the first employment contract with an assistant professor is executed for a specified period of time.
5. Subsequent employment contract(s) for the position of an assistant professor can be executed without prior competitions but the contract can be extended provided that the employee has obtained positive appraisal of the superior and KdsKN, as well as in a regular employee's appraisal of researches (if the employee has undergone one)
6. The candidate who is to be promoted to be an assistant professor in MMRI, and who is currently a researcher employed in MMRI, shall submit to the Director the application from the head of the unit the candidate is employed in, and all the documents specified in item 2. When the candidate himself is the head of the unit he shall submit to the Director the application for promotion and the documents specified in item 2 only.

4. REQUIREMENTS FOR THE CANDIDATES FOR THE POSITION OF THE PROFESSOR OF THE INSTITUTE

1. The candidates who enter the competition for the position of a professor of the Institute or the employees who are currently employed as researchers in MMRI and are to be promoted to be a professor of the Institute shall:
 - a. hold a degree of *doktor habilitowany* or a professor, or if MMRI is their second place of employment they shall hold the title of a professor,
 - b. have at least one original paper published after obtaining their PhD degree in scientific journal(s) of a total IF > 6, including at least one paper of which the candidate is the first, an equivalent of the first or corresponding author,
 - c. have records of obtaining external funds for research
 - d. have experience in managing a research team or a research project funded by external sources.
2. Candidates for the position of a professor of the Institute shall submit on paper and electronically:
 - a. a cover letter including the candidate's scientific interests, research conducted in the research centres other than MMRI, independent research activities including participation in scientific papers publication and research grants implementation,
 - b. a CV including the education, scientific achievements and previous employment,
 - c. a list of publications specifying the papers published after *habilitacja*,
 - d. a copy of a diploma certifying the required scientific degree or title,
 - e. certificates of any other qualifications or skills specified as requirements in the announcement of the competition for the position of a professor of the Institute (optional).
3. The person who is not currently employed as a researcher of MMRI shall be employed on the position of a professor of the Institute after the competition held by the competition committee appointed for the purpose; the competition consists of two stages:
Stage 1: formal and substantive assessment on the basis of the submitted documents:
Stage 2: an interview with selected candidates.
4. If the previous employment permits, the first employment contract with a professor of the Institute is executed for a specified period of time.
5. Subsequent employment contract(s) for the position of a professor of the Institute can be executed without prior competitions but the contract can be extended provided that the employee has obtained positive appraisal of the superior and KdsKN, as well as in a regular employee's appraisal of researchers (if the employee has undergone one).
6. The candidate who is to be promoted to be a professor of the Institute in MMRI, and who is currently a researcher employed in MMRI, shall submit to the Director the application from the head of the unit the candidate is employed in and all the documents specified in item 2. When the candidate himself is the head of the unit he shall submit to the Director the application for promotion and the documents specified in item 2 only.

5. REQUIREMENTS FOR THE CANDIDATES FOR THE POSITION OF THE PROFESSOR

1. Only a holder of the academic title of the professor may be employed in the position of the professor on the basis of an appointment made by the President of the Polish Academy of Sciences.
2. After consulting the Scientific Council, the Director applies to the President of PAS for a holder of the professor degree to be appointed to the position of the professor in MMRI.

3. After the expiry of the appointment period or the termination of the employment relationship of the researcher, in substantively justified cases, the holder of the professor degree can continue to be employed as the professor. The decision on the extension and type of employment is taken by the Director upon the request of the professor degree holder who shall prepare an application with a substantive justification prior to the expiry of his/her appointment period.

6. RULES AND REGULATIONS OF THE COMPETITION FOR THE POSITIONS OF RESEARCHERS

1. The competition for the position of a researcher is announced by the Director:
 - a. on the Director's own initiative, or
 - b. after approval of the application submitted by the head of the unit in which the researcher is to be employed, which shall include a justification of the need to employ a new employee on the position of a researcher and an indication of the method of financing the new employee from external sources or/and MMRI funds.
2. The Director shall formally announce the competition: (i) on the website of the Ministry of Science and Higher Education in the Public Information Bulletin; (ii) on the website of the European Committee Researcher's Mobility Portal for announcements of job opportunities for researchers; (iii) the websites of MMRI and (iv) others if required.
3. The announcement of the competition shall include the following information:
 - a. the name of the organisational unit in which a new employee is to be employed,
 - b. the position which the competition concerns and the scope of responsibilities,
 - c. the qualification requirements for the candidates (necessary and desirable)
 - d. research which the candidate is to involved in (brief description)
 - e. the required documents, the place and deadline for their submission (not shorter than 14 days of the date of the competition announcement),
 - f. the expected date on which the competition shall be adjudicated
 - g. the expected date of the contract of employment execution with the selected candidate.
4. The competition for the positions of a research assistant and an assistant professor shall be held by the competition committee appointed by the Director, which shall be composed of:
 - a. the deputy or another representative appointed by the Director, as the chairperson of the committee,
 - b. the chairperson of the Scientific Staff Committee (Polish: Komisja ds. Kadry Naukowe) (KdsKN) or its representative,
 - c. the head of the unit which applies for the employment of a new researcher or a representative appointed by the unit, or an independent researcher of MMRI appointed by the Director (if the head of the unit applies for the position)
5. The competition for the positions of the professor of the Institute shall be held by the competition committee appointed by the Director, which shall be composed of:
 - a. the Director or the deputy or another representative who is a professor degree holder and is appointed by the Director, as the chairperson of the committee,
 - b. the chairperson of KdsKN or its representative who holds at least *doktor habilitowany* degree,
 - c. a professor degree holder, who is employed in MMRI and represents the same or related scientific discipline as the candidate,

- d. the head of the organisational unit (unless the head of the unit is one of the candidates).
6. Any person who is a spouse, a relative or an in-law of the candidate or who is in such a legal or factual relationship with the candidate that it may raise legitimate doubts as to the impartiality of the competition procedure, shall not be appointed as a member of the committee. In the event when such circumstances are revealed after the committee has been appointed, the Directors shall make the relevant amendments; the committee with its new composition may acknowledge the proceedings carried out by the previous committee as valid.
7. The committee shall make a list of all the candidates who meet the requirements immediately after the deadline for the application submission. In justified cases, the committee may ask candidates to supplement their application documentation and shall include such information in the competition protocol with the relevant explanation.
8. The competition proceedings are conducted even when only one candidate applies for the position.
9. The committee:
 - a. shall evaluate the candidates at Stage 1 on the basis of the documents they have submitted, and shall interview the selected candidates at Stage 2,
 - b. The committee shall prepare and present their decision on the successful candidate or the decision not to recommend any candidates to the Director,
 - c. all the decisions shall be made by the full committee, by secret ballot, by an absolute majority of votes; the committee shall draw up a protocol of the competition process,
 - d. shall inform all the candidates of their results achieved in the competition.
10. After learning the decision referred to in item 9b, the Director shall make the decision to employ or not to employ the successful candidate and notifies the candidate of the decision.
11. Candidates have the right to apply to the chairperson of the committee for the information on their strengths and weaknesses as candidates as well as for the access to the resolutions and protocols of the committee.
12. Within 7 days of sending the information referred to in item 9d, each participant of the competition can apply to the Director of the Institute for the annulment of the competition procedure.
13. The Director can annul the competition in the event:
 - a. when, after the competition completion, it is revealed that the persons referred to in item 6 were appointed to the committee,
 - b. of breach of secrecy of voting,
 - c. of justified cases.
14. The contract of employment should be entered into by the employer and the successful candidate within 14 days of the decision referred to in item 10. In justified cases the change of this term can be made after prior consultation of such a decision on paper or electronically with the candidate and the Director. In the event of the submission of the application referred to in item 12, the employment contract shall not be entered into until the application has been considered.
15. In the event when:
 - a. the competition is not adjudicated, or
 - b. the competition procedure is annulled or
 - c. the date of employment is not agreed for reasons attributable to the selected candidate, or
 - d. the contract of employment is not executed for reasons attributable to the selected candidate,the Director may announce a new competition which can be entered by the candidates who already took part in the previous outstanding competition and expressed their interest in participation again.

7. FINAL PROVISIONS

1. These Rules and Regulations shall enter into force on the day of their adoption by the Scientific Council of MMRI.
2. *Resolution on the method and procedure of competitions for positions of researchers in MMRI* adopted by the Scientific Council of MMRI on 24 March 2011 shall thereby no longer be valid

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These Rules and Regulations were adopted at the meeting of the Scientific Council of Mossakowski Medical Research Institute PAS in Warsaw on 28 November 2019.